



User Access Request And Login Procedures

User Guide
19 SEP 2020

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*Hold the 'CTRL' key and click on paragraph to follow link.

FOREWORD

This guide does not replace or amend any Department of Defense (DOD) instructions, regulations, and/or policies. Its purpose is to assist users with the Product Data Reporting and Evaluation Program (PDREP) User Access Requests (UAR) only. The PDREP–UAR is designed to allow US Government employees, US Government support contractor's access to various applications within the automated information system. US Government employees and US Government support contractors may request access to any application within the PDREP Automated Information System (AIS); however, access is granted on a case by case and need to know basis.

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) System Authorization Access Requests (SAAR) module.

The PDREP-AIS is accessible via the Product Data Reporting and Evaluation Program home page: <https://www.pdrep.csd.disa.mil/>

Getting Access

- **First Time Users**

First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the [Request Access](#) link for instructions on filling out an access request form. When requesting an account, ensure all fields indicated as mandatory are completely filled out. Mandatory fields are indicated by (M). The application will not be accepted if required information is missing.

- **Existing PDREP Users**

Existing PDREP users may request additional or updated access privileges by submitting an updated SAAR. To do this, log into the PDREP-AIS and hover over your name in the upper right corner of the page and select 'Access Change Request'. Update the SAAR and enter a narrative to describe requested changes, read and acknowledge the User Agreement and click 'Sign and Submit Account Change Request' button to complete the submission.

Contact us

To report an issue, ask a question, or submit suggestions for improvement to software may be made by active users within PDREP-AIS by hovering over the 'Help' link on the PDREP-AIS main menu or selecting the web master email link located at the bottom of every PDREP-AIS webpage.

Additional contact information is below if you do not have an active PDREP-AIS account:

NSLC Portsmouth Help Desk

Commercial Phone: (207) 438-1690 / DSN 684-1690

FAX: (207) 438-6535 / DSN 684-6535

E-Mail: WEBPTSMH@navy.mil

Mailing Address

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

Additional Resources available on the NSLC Portsmouth Homepage

In order to aid PDREP-AIS users, reference these additional resources as needed:

- [FAQ](#) – On the PDREP website under References, the Frequently Asked Questions page gives quick answers to the most commonly received inquiries. Your question(s) may be easily answered there.
- [Guides & Manuals](#) – This area of the PDREP website (under References) houses the PDREP-AIS' technical documents. These comprehensive guides serve to offer directive on operational tasks and enable users to pinpoint or problem solve without expert assistance. These manuals do not instruct on policy or process and are instead stepwise instructions on using the PDREP-AIS application. Relevant process and policy are however referenced in the beginning of each of these manuals.
- [Online Training](#) – Computer-based distance learning may be accessed through the Reference fly-out of the PDREP website. Instruction takes place remotely via instructor-led directive, module simulation, video-conferencing, application demonstration, or recorded lesson.

FAQ, User Guides and Online Training are also accessible within PDREP-AIS by hovering over the 'Help' link located at the top left of each application page.

1 USER ACCESS REQUESTS

1.1 General Information About Access

- A. **USG Employee:** All DOD employees (military and civilian) and non-DOD Contractors (private industry partners) are required to use a valid DoD PKI Certificate to access the PDREP-AIS in accordance with DOD Instruction 8520.02.

Any USG employee may request access to the PDREP-AIS. Access privileges are dependent on their Agency, Service, Service Command, or local activity's agreements with the PDREP-AIS.

There are four general types of non-USG personnel that may request access to the PDREP-AIS.

- B. **USG Support Contractor:** USG Support Contractors act as an agent of the government as if they were a government employee. Acting as an agent of the US Government may allow access to records of any contractor.

USG Support Contractors issued a USG Common Access Cards (CAC) or Personal Identity Verification (PIV) with a non-disclosure agreement may apply for access in a similar manner as USG employees with CACs. The US Gov't Supervisor certifies the need for access to the PDREP-AIS and that the purpose is to perform the duties assigned by the US Government are in accordance with their company's USG contract. The USG supervisor sponsoring the contracted employee ensures the all security requirements are met, just as they would for a USG employee under their supervision. This level of access can permit access to process data as required and limited by the companies USG contract.

- C. **Prime Contractor:** Prime Contractors act as an agent of their company. Their access is limited to records as they pertain to only their company (DoDAAC/CAGE).

Personnel working for a company that have current contracts with the USG and are required to process data with the USG in order to fulfill their contractual obligations are considered Prime Contractors. Persons, authorized by the company and with a USG sponsors certification/approval, may receive access to view their company's data, by CAGE and/or Contracted DoDAAC to work data as required by the contract in the PDREP-AIS. The Prime Contractor's company must be registered in System for Award Management (SAM) and have a CAGE(s) code. The contractor must be sponsored by the USG. The USG sponsor verifies the person works for the company, a contract exists, the contract has not expired, and the individual meets the DOD security requirements for access to a USG IT system. The contractor will apply for an account using the User Access Request form. The USG personnel sponsoring the contracted employee must ensure all security requirements are met, just as a USG employee under their supervision. This level of access only permits access to the company's information in the PDREP-AIS and is restricted from viewing any other company's data.

- D. **Tier 2 Subcontractor:** Tier 2 subcontractors work for companies that do not have a contract with the US Government for the scenario for which they are applying for PDREP-AIS access. They do have a signed sub-contract/MOU/MOA with a company that does have a signed contract with the US Government. Depending on

the parent company's contract, the Tier 2 Subcontractor may be treated either as a Support Contractor or a Prime Contractor.

- E. **Contractor (Potential or Former):** These are personnel from a company that does not have a current contract with the USG. They may have formerly had contracts, or they are considering doing business with the USG and have a need to know what data is available about their company in the PDREP-AIS. These personnel may only have a need to see (View Only) what data has been compiled about their company within the PDREP-AIS (CAGE).

Persons, authorized by the company, may view their own company's data in the PDREP-AIS. The Contractor 's company must be registered in System for Award Management (SAM), have a current DUN and Bradstreet Number, and know their Marketing Partner Identification Number (MPIN) to access their PDREP-AIS information. This level of access only permits access to the company's information in the PDREP-AIS and is restricted from processing data or viewing other companies or USG data.

Normally, the PDREP-AIS will have not compiled any information about companies that have never done business with the USG. If the company does not have a CAGE or ever had a CAGE, the PDREP-AIS will more than likely not have any information about that company.

Contractors gain access to the PDREP-AIS by updating the company's profile at the System for Award Management (SAM), www.sam.gov. Contractors must identify a Past Performance Point of Contact; specify a Marketing Partner Identification Number (MPIN) and the company's Data Universal Numbering System (DUNS) number on the User Access Request form.

The MPIN is a personal code created by the contractor and registered in SAM. The MPIN allows access to USG applications like the PDREP-AIS, DOD Past Performance Information Retrieval System (PPIRS) Statistical Reporting (SR), FedBizOps, and FedTeDS. If you need assistance with the MPIN, you can reach the SAM help desk at 1-888-227-2423.

1.2 Overall User Access Request Process

- A. Requester submits a SYSTEM AUTHORIZATION ACCESS REQUEST-PDREP (SAAR-P) to request access.
- B. Requester is notified that PDREP-AIS has received the SAAR-P and a notification has been sent to the approver (Supervisor/Sponsor) as listed on the SAAR-P.
- C. Approver (Supervisor/Sponsor) is notified that PDREP-AIS has received the SAAR-P and is sent a link to review and approve/disapprove the SAAR-P.
- D. Approver (Supervisor/Sponsor) uses link provided from notification, reviews SAAR-P, then approves/disapproves SAAR-P.

1. If SAAR-P is disapproved, requester is notified of disapproval and SAAR-P is deleted from PDREP-AIS. Requester will need to submit another SAAR-P.
 2. If SAAR-P is approved, requester is notified of approval and SAAR-P is staged for PDREP Admin audit.
- E. If special accesses are requested that need secondary approval (i.e. RIMS, SAM, ERS, VSF, QDR/SDR except Originator Point, etc.) POC notifications for special access are sent to secondary approvers.

NOTE: *If requester selects access(es) that requires secondary approval(s), processing of the SAAR-P will be delayed until all secondary approvals are returned from POCs.*

- F. Secondary POC approvals/disapprovals sent to NSLC Help Desk for availability to PDREP Admins for processing.
- G. PDREP Admin audits/processes SAAR-P. USG Employee and USG Support Contractor User Access Request.
1. If SAAR-P does not pass PDREP Admin audit and is not processed, requester is notified and SAAR-P is deleted from PDREP-AIS. Requester will need to submit another SAAR-P.
 2. If SAAR-P passes PDREP Admin audit and is processed, requester is notified of account processing and is given a USER ID and instructions on how to obtain a temporary password.

1.3 Accessing the SAAR-P

- A. First time PDREP-AIS requesters and users with deactivated accounts will need to submit a SAAR-P (NEW/RENEW respectively), from the Product Data Reporting and Evaluation Program web page at <https://www.pdrep.csd.disa.mil> (See **Figure 1.1**).

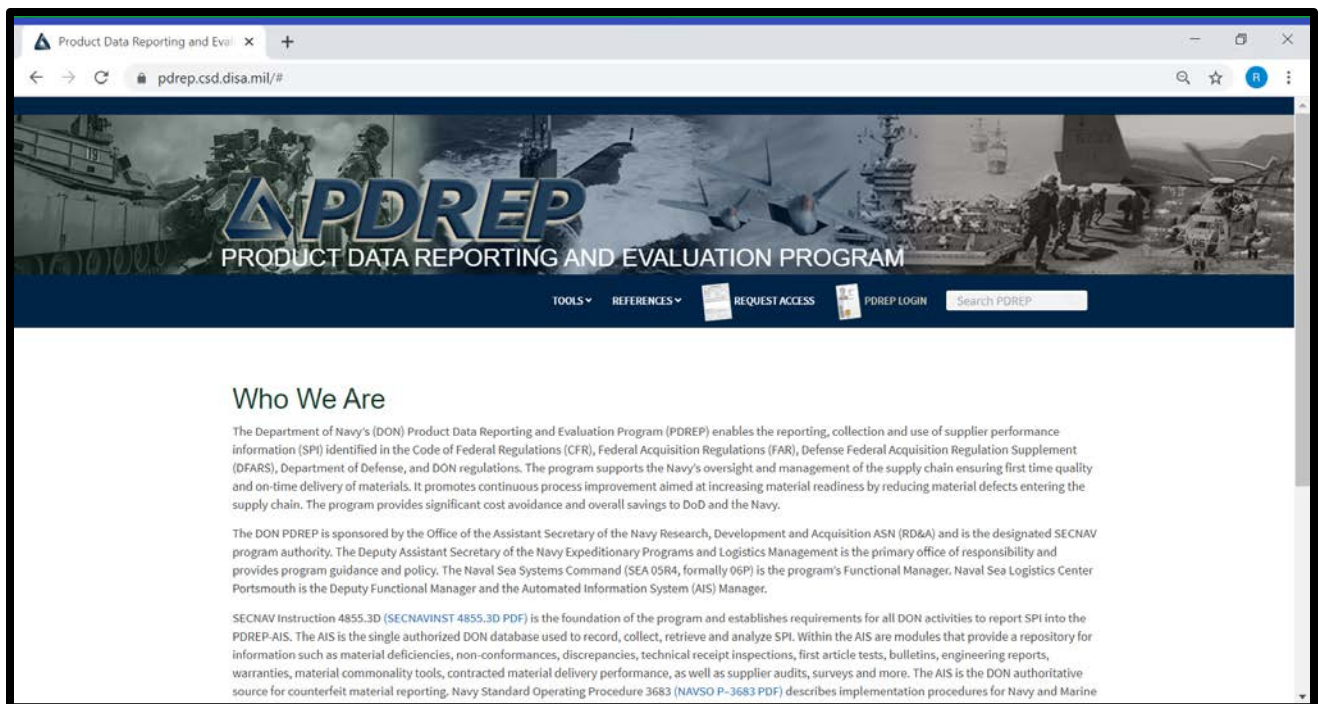


Figure 1.1

B. Select 'REQUEST ACCESS' (See Figure 1.2).

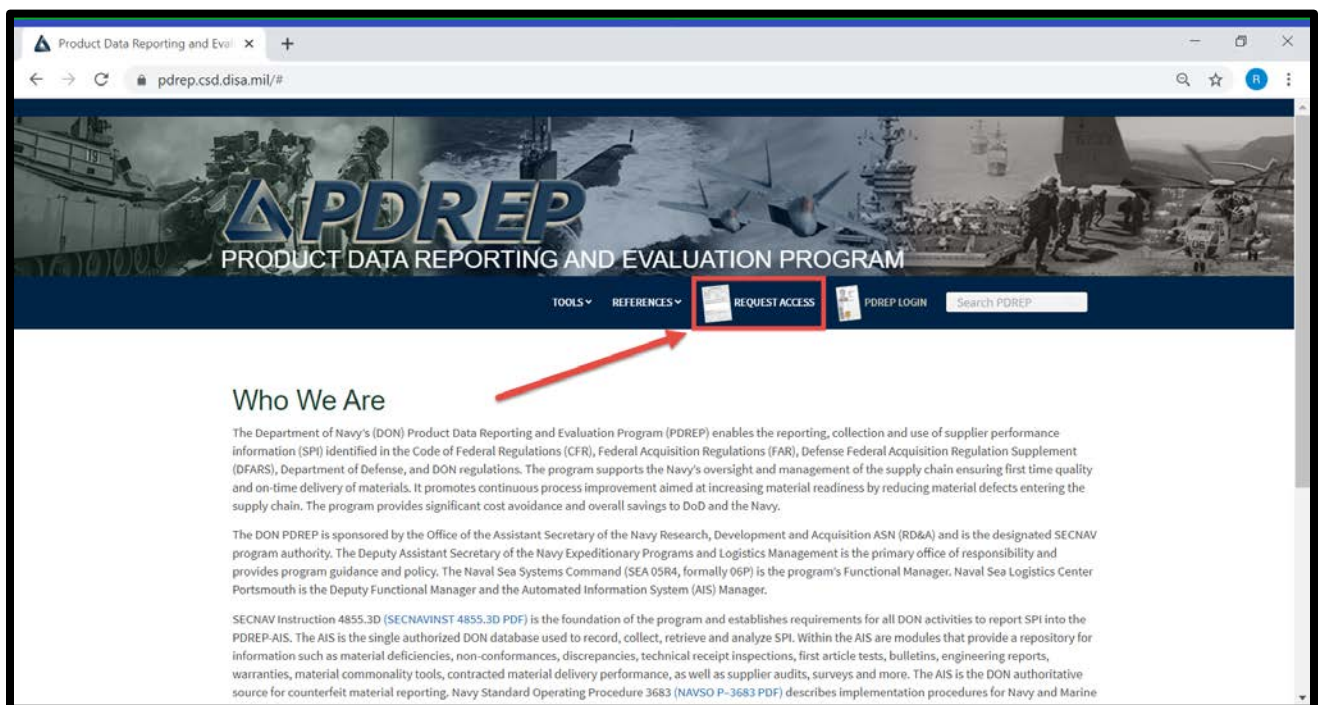


Figure 1.2

C. Browser will be navigated to the 'PDREP Account Type Definitions' page (See Figure 1.3).

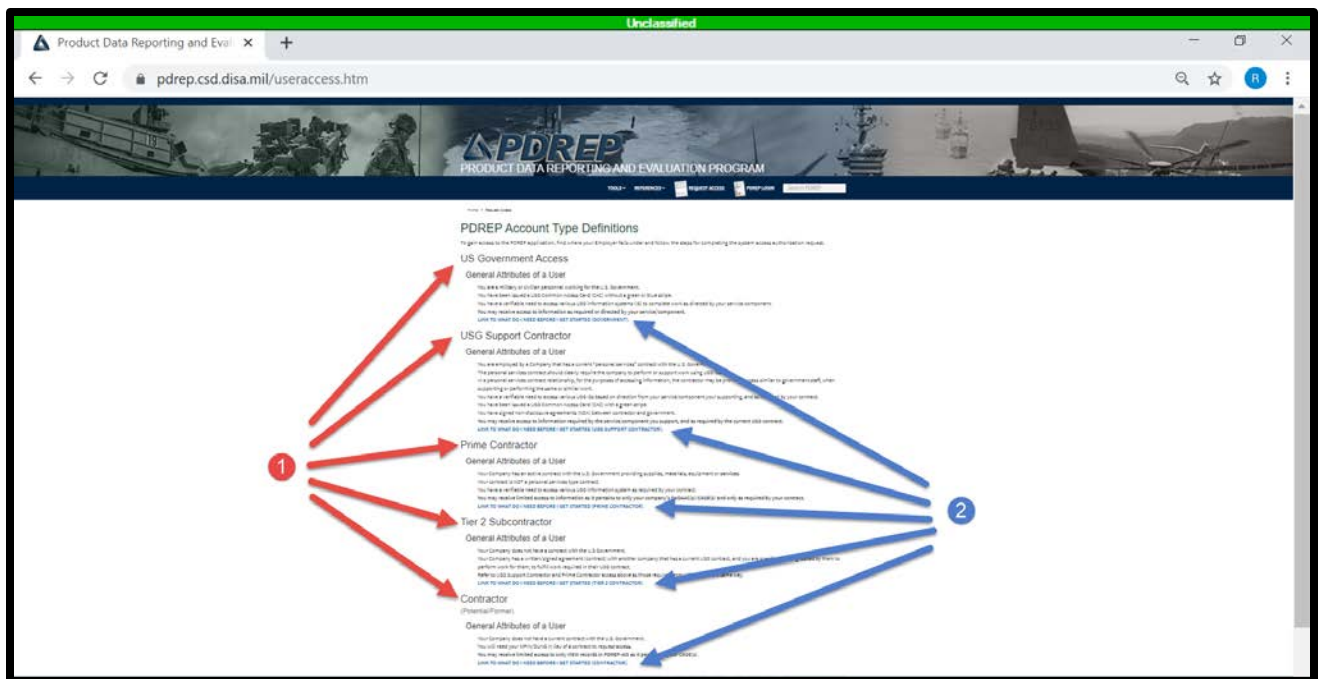


Figure 1.3

NOTE: If you already have a PDREP account, and your CAC card is registered, you should be navigated directly to the PDREP-AIS Login page. You may not register for a second account with the same CAC.

- D. Review the five types of accounts as outlined in **Section 1.1** (See **Figure 1.3, Item 1**).
- E. Select 'WHAT DO I NEED TO GET STARTED' under the desired type of account (See **Figure 1.3, Item 2**).
- F. Requesters will be navigated to the 'What do I need before I Get Started' page (See example list for Tier 2 in **Figure 1.4**).

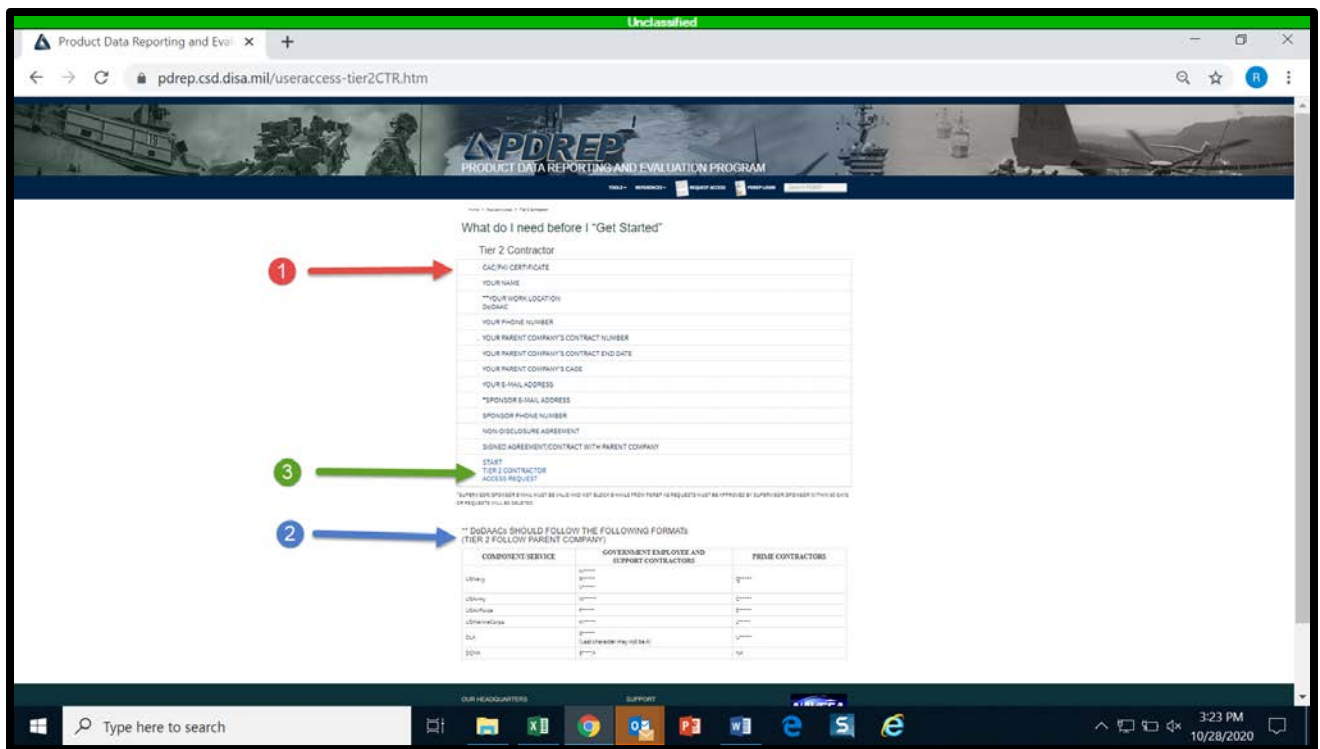


Figure 1.4

G. Review checklist of items needed to complete the SAAR-P (See **Figure 1.4, Item 1**).

NOTE: Each account type has a different list of items and only the list that applies to the selected account type will be displayed. Tier 2 is only shown as an example.

H. Review DoDAAC format table and note what formats are available for your account type/component (See **Figure 1.4, Item 2**).

I. Select 'START [YOUR ACCOUNT TYPE] ACCESS REQUEST' (See **Figure 1.4, Item 3**).

J. At this point, you may be asked to select a certificate. Select appropriate certificate.

K. Requester will be navigated to the SAAR-P with the user type prepopulated (See **Figure 1.5**).

SYSTEM AUTHORIZATION ACCESS REQUEST PDREP (SAAR-P)
 Instructions
 (M) denotes a mandatory field
 1. Make sure the correct values for **User Access Request Type** and **IAM A** are selected
 2. Complete all Mandatory fields
 3. If known, select the PDREP Tool(s) you need
 4. The **Comments** section must explain why you need to use PDREP
 5. Select **Read User Agreement** and read it
 6. If you select **I have read the agreement and agree to follow**, you may then select **Submit Request**

TYPE OF REQUEST: NEW **IAM A:** Tier Two Ctr (SubCtr no current U.S.G contract)

User Information
 (M) Last Name:
 (M) First Name: Middle Initial:
 (M) Primary DODAAC: Additional DODAAC: Additional DODAAC:
 DOD Activity Name:
 OFFICE SYMBOL/DEPARTMENT:
 Office Address:
 City: State: Zip Code:
 (M) Area Code: (M) Work Phone Number: - Extension:
 DSN: Fax:
 International Phone Number:

Figure 1.5

1.4 Completing the SAAR-P

A. Once requester has accessed the SAAR-P, verify the 'TYPE OF REQUEST' and adjust as required (See **Figure 1.6, Item 1**).

1. NEW

- i. Requester has never had a PDREP-AIS account.
- ii. Requester is reapplying but is switching between the five different account types (USG to CTR or CTR to USG).
- iii. Requester is reapplying but is changing component (i.e. USN to USA).

2. RENEW

- i. User account was deactivated because they did not login in the past 30 days.
- ii. User account was deactivated because contract had expired and replace or extended contract is in place.

3. UPDATE (covered in another section)

- i. User has a current account and needs to update access levels.
- ii. User has updated contract information.

B. Verify the 'I AM A' account type (See **Figure 1.6, Item 2**).

SYSTEM AUTHORIZATION ACCESS REQUEST PDREP (SAAR-P)

Instructions
(M) denotes a mandatory field

1. Make sure the correct values for **User Access Request Type** and **I AM A** are selected
2. Complete all Mandatory fields
3. If known, select the PDREP Tool(s) you need
4. The **Comments** section must explain why you need to use PDREP
5. Select **Read User Agreement** and read it
6. If you select **I have read the agreement and agree to follow**, you may then select **Submit Request**

1 **TYPE OF REQUEST:** NEW **2** **I AM A:** U.S.G Employee

User Information

(M) Last Name:

(M) First Name: **Middle Initial:**

(M) Primary DODAAC: **Additional DODAAC:** **Additional DODAAC:**

DOD Activity Name:

OFFICE SYMBOL/DEPT:

Office Address:

City: **State:** **Zip Code:**

(M) Area Code: **(M) Work Phone Number:** — **Extension:**

DSN: **Fax:**

International Phone Number

Figure 1.6

C. Complete 'User Information' block (See **Figure 1.7**).

1. Last Name (Mandatory).
2. First Name (Mandatory) and Middle Initial (Optional).
3. Primary DoDAAC (Mandatory) – Enter the Department of Defense Activity Address Code for the organization for which you primarily work.

This auto fills the following information from PDREP data base. PDREP pulls this information from system of record, DLA's Defense Automatic Addressing System (DAAS). If this information is incorrect, user needs to contact source system, not PDREP, to have this information updated.

- i. DOD Activity Name
- ii. Office Address
- iii. City

- iv. State
- v. Zip Code

NOTE: *If a DCMA DoDAAC is entered, the 'User Information' block of the SAAR-P will update to include additional fields (see **Figure 1.8**).*

- 4. Additional DoDAAC (Optional) – If you perform work for multiple organizations, you may enter more than one DoDAAC. Requesters will need to justify additional DoDAACs that are not within the same component (i.e. NAVSUP and NAVSEA or DLA and Army).
- 5. Office Symbol/Department (Optional) for Non-DCMA. This becomes Team Code (Mandatory) for DCMA when a DCMA DoDAAC is entered in the Primary DoDAAC field.
- 6. Commercial Phone Number
 - i. Area Code (Mandatory)
 - ii. Work Phone Number (Mandatory)
 - iii. Extension (Optional)
- 7. DSN (Optional)
- 8. Fax (Optional)
- 9. International Phone Number – this button will concatenate the commercial phone number and remove North America phone validation.

SYSTEM AUTHORIZATION ACCESS REQUEST PDREP (SAAR-P)

Instructions

(M) denotes a mandatory field

1. Make sure the correct values for **User Access Request Type** and **I AM A** are selected
2. Complete all Mandatory fields
3. If known, select the PDREP Tool(s) you need
4. The **Comments** section must explain why you need to use PDREP
5. Select **Read User Agreement** and read it
6. If you select **I have read the agreement and agree to follow**, you may then select **Submit Request**

TYPE OF REQUEST: I AM A:

User Information

1 (M) Last Name:

2 (M) First Name: Middle Initial:

3 (M) Primary DODAAC: 4 Additional DODAAC: Additional DODAAC:

DOD Activity Name:

5 OFFICE SYMBOL/DEPT:

Office Address:

City: State: Zip Code:

6 (M) Area Code: (M) Work Phone Number: — Extension:

7 DSN: 8 Fax:

9 International Phone Number:

Figure 1.7

D. User Information block – Additional DCMA Fields (See **Figures 1.8** and **Figure 1.9**).

1. Team Lead Email (Optional) – except for legacy SP Module, THIS SHOULD BE LEFT BLANK. This is not your Supervisor's Email.
2. Organizational Unit (Region) (Mandatory) – select a unit from the drop down list. This will pre-populate the corresponding list in the Team Code drop down list.
3. Team Code – select your team code from the drop down list. This will update the SAAR-P and add a supervisor field.
4. Team Supervisor – select your team supervisor from the drop down list. This will pre-populate your supervisors email in the DoD Data Required block.

NOTE: *There may be several supervisors or there may be no supervisors or your supervisor may not be on the list. This list is provided by DCMA-HQ. If your supervisor is not listed, please contact the NSLC Help Desk.*

5. Job Series/Title - select applicable item from drop down list.

SYSTEM AUTHORIZATION ACCESS REQUEST PDREP (SAAR-P)

Instructions
(M) denotes a mandatory field

1. Make sure the correct values for **User Access Request Type** and **I AM A** are selected
2. Complete all Mandatory fields
3. If known, select the PDREP Tool(s) you need
4. The **Comments** section must explain why you need to use PDREP
5. Select **Read User Agreement** and read it
6. If you select **I have read the agreement and agree to follow**, you may then select **Submit Request**

TYPE OF REQUEST: NEW **I AM A:** U.S.G Employee

User Information

(M) Last Name:

(M) First Name: Middle Initial:

(M) Primary DODAAC: S A Additional DODAAC: Additional DODAAC:

1 (M) Team Lead Email:

2 (M) Organizational Unit (Region): -SELECT-

3 (M) Team Code: -SELECT-

5 (M) Job Title/Series: -SELECT-

DOD Activity Name: DEFENSE COM

Office Address: 123 MAIN STRE

City: ANYTOWN

(M) Area Code: (M) W Extension:

DSN: Fax:

International Phone Number

Figure 1.8

(M) Organizational Unit (Region): PT - TEST REGION

(M) Team Code: PT - TEST

4 (M) Team Supervisor: -SELECT-

(M) Job Title/Series: -SELECT-

DOD Activity Name: DEFENSE COM

Figure 1.9

E. Complete the Data Required section

1. USG Employees – DoD Data Required (see **Figure 1.10**).

- i. Govt Email Address (Mandatory) – requester’s e-mail address (i.e. first.last@mail.mil) but can be ‘.org’ or ‘.gov’ but not ‘.com’.
- ii. Govt Supervisor Email Address (Mandatory) – requester’s supervisors (or their representative) email address.
 - Not requester’s email as a supervisor.

- Cannot be same as requester’s e-mail address.
- For DCMA, this is prepopulated by selecting Supervisor from drop down list. If you are the team supervisor, your email address is prepopulated and you need to change this to your supervisor’s email.

NOTE: Make sure the US Government Supervisor’s e-mail address is correct. Your USG Supervisor will receive a notice about your access request and is required to subsequently certify the need and authorization for access to the PDREP-AIS. This cannot be changed, only deleted, and requester will have to resubmit if e-mail address is invalid.

The image shows a screenshot of a web form titled "DoD Data Required". It contains two input fields. The first field is labeled "a (M) Govt Email Address:" and the second is labeled "b (M) Govt Supervisor Email Address:". Both fields are currently empty. The letters 'a' and 'b' are circled in green. The form is enclosed in a black border.

Figure 1.10

2. Support Contractor, Prime Contractor, Tier 2 Subcontractor – DoD Contractor Data Required (See **Figure 1.11**).
 - i. Contract Number (Mandatory) – this is the instrument that identifies your need to access/work in a government data base. DOD Contracts starting FY 17 use PIID format of 13 characters - 6 characters (DoDAAC), 2 characters (fiscal year), 1 character (instrument type), 4 characters (assigned number).
 - ii. Contract End Date (Mandatory)
 - iii. CAGE (Commercial and Government Entity) (Mandatory) – this identifies the company on the contract. After entering the CAGE, the company name, the company address, City, State, and Zip Code associated with the CAGE will be displayed.
 - Support Contractor and Prime Contractor – this is your company. This is not the location of the government entity where you are working.
 - Tier 2 Subcontractor – this is not your company. This is the company that subcontracted your company.
- i. Contractor Email Address – requesters email

- ii. Sponsor Email Address – sponsor should be (but not required to be) a contracting officer. They need to be able to verify contract validity, end date, users need for access, type access allowed by contract, and subcontract if Tier 2 requester.

NOTE: Make sure the Sponsor's e-mail address is correct. Your Sponsor will receive a notice about your access request and is required to subsequently certify the need and authorization for access to the PDREP-AIS. This cannot be changed, only deleted, and requester will have to resubmit if e-mail address is invalid.

- iii. Sponsor Area Code (Mandatory), Sponsor Work Phone Number (Mandatory) and Extension (Optional).
- iv. Fax (Optional)
- v. International Phone Number – this button will concatenate the commercial phone number and remove North America phone validation.

The image shows a screenshot of a web form titled "DoD Contractor Data Required". The form contains several input fields, each marked with a green circle and a letter from 'a' to 'h'. Field 'a' is "(M) Contract Number" with a long text box. Field 'b' is "(M) Contract End Date" with a date picker. Field 'c' is "(M) CAGE" with a text box. Below 'c' are labels for "Company Name:", "Company Address:", "City:", "State:", and "Zip Code:". Field 'd' is "(M) Contractor Email Address" with a text box. Field 'e' is "(M) Sponsor Email Address" with a text box. Field 'f' is "(M) Sponsor Area Code" with a text box, followed by "(M) Sponsor Work Phone Number" with a text box, a hyphen, another text box, and "Extension:" with a text box. Field 'g' is "Fax:" with a text box. Field 'h' is "International Phone Number" with a text box.

Figure 1.11

3. Contractor Potential/Former – DoD Contractor Data Required (See **Figure 1.12**).

- i. DUNS (Mandatory) - Data Universal Numbering System (provided by Dun & Bradstreet).
- ii. MPIN - Marketing Partner ID Number (Received after registration in SAM).

- iii. CAGE (Commercial and Government Entity) (Mandatory) – this identifies the company on the contract. After entering the CAGE, the company name, the company address, City, State, and Zip Code associated with the CAGE will be displayed.
- iv. Contractor Email Address – requesters email.
- v. Sponsor Area Code (Mandatory), Sponsor Work Phone Number (Mandatory) and Extension (Optional).
- vi. Fax (Optional)
- vii. International Phone Number – this button will concatenate the commercial phone number and remove North America phone validation.

The screenshot shows a form titled "DoD Contractor Data Required" with the following fields and labels:

- a (M) DUNS:** A text input field.
- b (M) MPIN:** A text input field.
- c (M) CAGE:** A text input field.
- Company Name:** A text input field.
- Company Address:** A text input field.
- City:** A text input field.
- State:** A text input field.
- Zip Code:** A text input field.
- d (M) Contractor Email Address:** A wide text input field.
- e (M) Sponsor Area Code:** A text input field.
- (M) Sponsor Work Phone Number:** A text input field.
- Extension:** A text input field.
- f Fax:** A text input field.
- g International Phone Number:** A text input field.

Figure 1.12

- F. Select Accesses (Optional) - SAAR access level availability will vary, depending on type of account (USG or CTR) and components (ARMY or DCMA) and business/process owner approval so requester’s actual screen of accesses may vary (See **Figure 1.13**). SAARs without any access requested will be processed as ‘Search Only’. User guides for each module to assist in determining applicability can be found on PDREP Web Page and selecting ‘References’ then selecting ‘Guides and Manuals’.

NOTE: Only select access that pertains to your duty and/or Agency. While you may ask for access to any module, be aware you will only receive access to the module dependent on your Agency, Service, Service Command, or local activity’s agreements with the PDREP-AIS and USG supervisor/sponsors approval. PDREP –AIS is For Official Use Only – Business Sensitive (FOUO-BS) so selections should be made on a need for access. Refer to users guides to applicability for each module.

1. Product Quality Deficiency Report - PQDR Application: Select the boxes for the access levels required.
2. Supply Discrepancy Reports – SDR Application: Select the boxes for the access levels required.
3. RIMS/SAM/ERS NNPI – only select Nuclear User if you are authorized access to any of these modules and you work in the nuclear environment.
4. Receipt Inspection Management System (RIMS).
 - i. Select your user role form the drop down list.
 - ii. Select CIM user only if Controlled Industrial Material pertains to you.
5. Supply Action Module (SAM) - Select your user role form the drop down list.
6. Corrective Action Request (CAR) - Select your user role form the drop down list.
7. Quality Assurance Letter of Instruction (QALIs) and Letters of Delegation (LODs) – select check box if applicable.
8. Surveillance Plan (SP) - Select your user role form the drop down list.
9. Engineering Referral System - ERS Application: Select the boxes for the access levels required.
10. Virtual Shelf (VSF) - Select your user role form the drop down list.
11. Bulletin - Select your access level form the drop down list.
12. Other PDREP Tools: Check the boxes that apply to your requirements.

PDREP Reporting Tools

Product Quality Deficiency Report - PQDR Application <input type="checkbox"/> :View Only <input type="checkbox"/> :Originator Point <input type="checkbox"/> :Screening Point <input type="checkbox"/> :Action Point <input type="checkbox"/> :Support Point <input type="checkbox"/> :Local Purchase
Supply Discrepancy Report - SDR Application <input type="checkbox"/> :View Only <input type="checkbox"/> :Originator Point <input type="checkbox"/> :Action Point
RIMS/SAM/ERS NNPI <input type="checkbox"/> :Nuclear User
Receipt Inspection Management System (RIMS) <input type="text" value="-No Access-"/> :Receipt Inspection Management System (RIMS) <input type="checkbox"/> :CIM User
Supply Action Module (SAM) <input type="text" value="-No Access-"/> :Supply Action Module (SAM)
Corrective Action Request(CAR) User Role: <input type="text" value="NO ACCESS"/>
Quality Assurance Letter of Instruction (QALIs) and Letters of Delegation (LODs) <input type="checkbox"/>
Surveillance Plan (SP) User Role: <input type="text" value="-No Access-"/>
Engineering Referral System - ERS Application <input type="checkbox"/> :Originator Point <input type="checkbox"/> :Screening Point <input type="checkbox"/> :Action Point
Virtual Shelf (VSF) <input type="text" value="-No Access-"/> :Virtual Shelf (VSF)
Bulletin <input type="text" value="-No Access-"/> :Create/Edit/Search Naval Bulletins
Other PDREP Tools <input type="checkbox"/> :NAVSUP Level I/SUBSAFE Stock Search <input type="checkbox"/> :Material Inspection Record (MIR) <input type="checkbox"/> :Contract Award and Delivery Data (CAD) <input type="checkbox"/> :Test Records (TST) <input type="checkbox"/> :Survey Records (SRV) <input type="checkbox"/> :Special Quality Data (SQD) <input type="checkbox"/> :Supplier Audit Program (SAP) <input type="checkbox"/> :Receive Naval Bulletins <input type="checkbox"/> :Supplier Audit Alerts <input type="checkbox"/> :Contractor Profile <input type="checkbox"/> :Material Profile <input type="checkbox"/> :NAVSUP Level 1 Report <input type="checkbox"/> :NAVSUP 874 Report <input type="checkbox"/> :NAVSUP 854 Report

Figure 1.13

G. Confirm Citizenship (Mandatory) and Information Assurance training (Mandatory) (See **Figure 1.14**). An additional check box will appear if requester selected the NNPI check box in the select accesses section above.

(M) Citizenship and Training Confirmations

I hereby confirm that I am a:

U.S. Citizen Foreign National Other

I have completed my required annual Information Assurance training.

Figure 1.14

NOTE: *The Information Assurance training is not a PDREP requirement. PDREP does not hold/sponsor a class. This is your components requirement.*

H. Provide Justification for Access (Mandatory) (See **Figure 1.15**).

(M) Justification for Access

[Empty text area for justification]

Figure 1.15

I. Read and Agree to User Agreement

1. Select 'to read the agreement' (Mandatory) (See **Figure 1.16**).

Read and Agree to User Agreement

Click to [read the agreement](#)

Figure 1.16

2. The user agreement appears in a pop-up window.
3. Read and scroll through user agreement.
4. At the end of the user agreement (See **Figure 1.17**), either select 'I have read the agreement and agree to follow' which will navigate browser back to SAAR-P with a sign and submit button (See **Figure 1.18**) or 'I do not agree' which will navigate browser back to SAAR-P (See **Figure 1.16**).

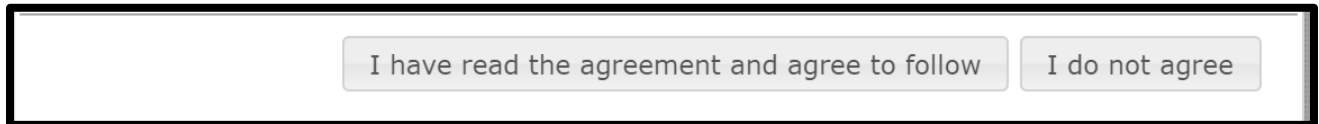


Figure 1.17

J. Sign and Submit Request

1. Select the 'Sign and Submit Request' button (See **Figure 1.18**).



Figure 1.18

NOTE: Requester is *DIGITALLY SIGNING* affirmation to the User Agreement and SAAR-P is stamped with user information from CAC/Cert.

2. After selecting the 'Sign and Submit Request' button, user will receive a confirmation (See **Figure 1.19**). The PDREP ID is not your User ID. This is the serial number of the SAAR-P for tracking purposes. If you do not see this confirmation, your SAAR-P was not submitted successfully.

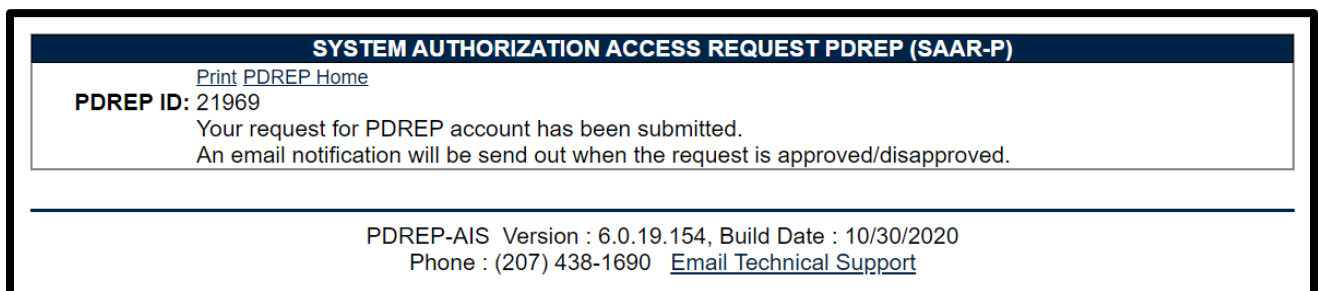


Figure 1.19

3. A confirmation e-mail, stating PDREP has received the SAAR-P submission and that a notification has been sent to the supervisor for approval will be sent to the requesters e-mail as listed on the SAAR-P. See Appendix 1 – Notifications.

1.5 Approving the SAAR-P

- A. Approver (Supervisor/Sponsor) receives e-mail identifying requester and including a URL for navigation to approval page. See Appendix 1 – Notifications.
- B. Approver copies/pastes URL into browser. For security purposes, approvers' IT systems may add extraneous characters to the URL.

Example for NAVY

Sent from PDREP

<https://centralpki.csd.disa.mil/pki/checkcert?appname=pdrepgovttest&loginredirect=requestaccountsupervisor&requestaccountseq=ABCDEF123DEFGHI456GHIJKL789JKLMNO>

Received by approver

<https://noclick.mil/?https://centralpki.csd.disa.mil/pki/checkcert?appname=pdrepgovttest&>

<loginredirect=requestaccountsupervisor&requestaccountseq=ABCDEF123DEFGHI456GHIJKL789JKLMNO>

- C. Approver may need to enter CAC PIN.
- D. Approver will then need to Accept the 'DOD WARNING AND CONSENT BANNER' (See **Figure 1.20**).



DOD WARNING AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Select Accept or Decline to continue.


 Accept Decline

Figure 1.20

E. Approver reviews requester information (See **Figure 1.21**).

PDREP - AIS - SAAR - SUPERVISOR VERIFICATION		
Instructions		
The USG supervisor, their representative, or the USG sponsor of non-USG personnel should review the request for accuracy and validate the need for access to the data contained in the PDREP-AIS Module as requested.		
Do NOT approve requests in cases where:		
1. You do not know the person making the request for access to the PDREP-AIS.		
2. You are not the requestor's USG supervisor, their representative, the Information Owner, or the USG sponsor (i.e. contracting officer aware of the contract and the contractors valid need to access the USG Information system)		
3. Cannot validate the business related need for access to any of the data contained in the PDREP-AIS Module being requested.		
4. The requestor does not have proper security clearances or need to know to access the data being requested.		
User Access Request Type: NEW		
User Information		
Last Name: USER	First Name: PDREP	Middle Initial:
Primary DODAAC: N45112	Additional DODAAC:	Additional DODAAC:
DOD Activity Name: NAVAL SEA LOGISTICS CENTER		
Office Address: PORTSMOUTH NAVAL SHIPYARD,		
City: PORTSMOUTH		State: NH
Work Phone/Ext: 207-555-1212	DSN:	Zip Code: 03804-5000
Govt Email Address: PDREP.USER@NAVY.MIL		Fax:

Figure 1.21

F. Approver reviews access requested (See **Figure 1.22**).

The screenshot displays the 'PDREP Reporting Tools' interface. It is organized into several sections, each with a title and a corresponding access control element (checkbox or dropdown menu):

- Product Quality Deficiency Report - PQDR Application**: Includes a checked checkbox for ':Originator Point'.
- Supply Discrepancy Report - SDR Application**: Includes a checked checkbox for ':Originator Point'.
- RIMS/SAM/ERS NNPI**:
 - Receipt Inspection Management System (RIMS)**: A dropdown menu set to '-No Access-' with the label ':Receipt Inspection Management System (RIMS)'.
 - Supply Action Mode (SAM)**: A dropdown menu set to '-No Access-' with the label ':Supply Action Mode (SAM)'.
- Corrective Action Request (CAR)**:
 - User Role:** A dropdown menu set to 'NO ACCESS'.
- Quality Assurance Letter of Instruction (QALIs) and Letters of Delegation (LODs)**: No access control element is visible.
- Surveillance Plan (SP)**:
 - User Role:** A dropdown menu set to '-No Access-'.
- Engineering Referral System - ERS Application**: No access control element is visible.
- Virtual Shelf (VSF)**: A dropdown menu set to '-No Access-' with the label ':Virtual Shelf (VSF)'.
- Bulletin**: A dropdown menu set to '-No Access-' with the label ':Create/Edit/Search Naval Bulletins'.
- Other PDREP Tools**: No access control element is visible.

Figure 1.22

G. Approver Signs and Approves/Disapproves SAAR-P (See **Figure 1.23**).

1. To approve request, select 'Sign and Approve'. By signing and approving you are verifying:
 - i. the requester's identity.
 - ii. that you are the requesters supervisor (or representative) or sponsor.

- iii. the requester has a need for access.
- iv. there is a valid contract (Prime/Support CTR).
- v. the requester works for company listed on contract (Prime/Support CTR).
- vi. the contract is a 'personal services' type contract or there is specific verbiage in the contract that allows requester to be treated like government staff. (Support CTR/Tier 2 with Government DoDAAC).
- vii. there is a valid subcontract/agreement between the company with a valid USG contract and the requester's company (Tier 2).

NOTE: Approver is **DIGITALLY SIGNING** affirmation to the above criteria and SAAR-P is stamped with approver information from CAC/Cert.

- 2. Disapprove – if there is an issue with the user's identity, accesses requested or you cannot verify all of the information above, select 'Disapprove'.

Citizenship and Training Confirmations

I hereby confirm that I am a: U.S. Citizen Foreign National Other

I have completed my required annual Information Assurance training.

Signatures

Submitter Date: 11/04/2020	Signature: USER.PDREP.1234567890
Certifier Date:	Signature:

I certify that this user requires access as requested to the PDREP-AIS.

1
2

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 Phone : (207) 438-1690 [Email Technical Support](#)

Figure 1.23

- 4. If SAAR-P is approved, approver will be navigated to a confirmation screen (See **Figure 1.24**).
 - i. Requester is notified of supervisor/sponsor approval (See Appendix 1 – Notifications).
 - ii. If access requested require secondary approvals, Notifications are sent to POCs.

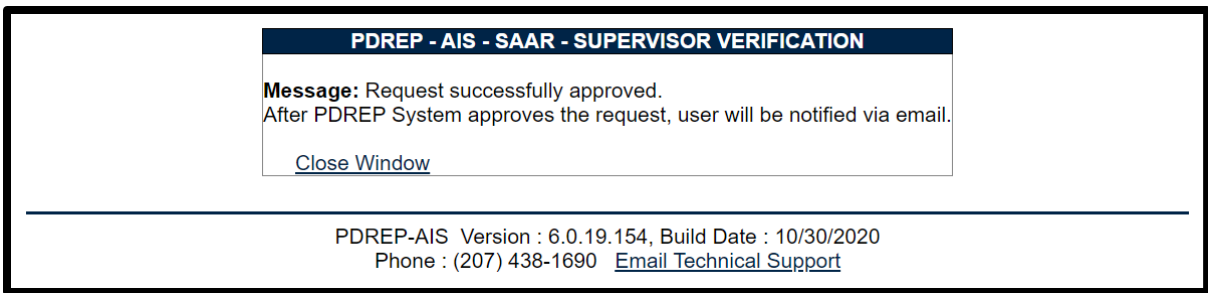


Figure 1.24

5. If SAAR-P is disapproved, approver will be navigated to a confirmation screen (See **Figure 1.25**). Requesters will be notified that the supervisor/sponsor has disapproved the SAAR-P (See Appendix 1 – Notifications).

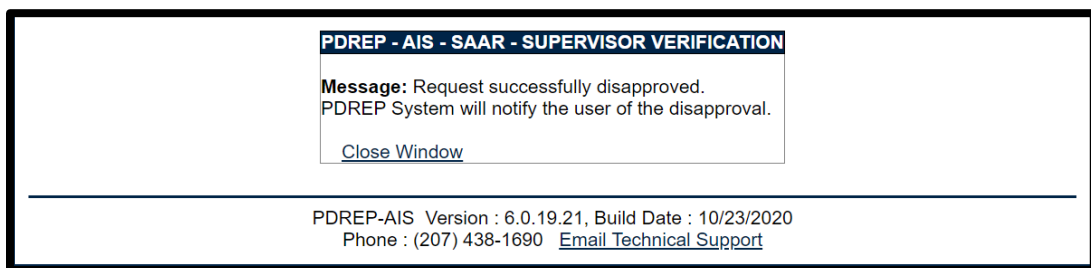


Figure 1.25

1.6 Final Processing of the SAAR-P

- A. PDREP Admin audits SAAR-P.
- B. PDREP Admin may deny request if request does not pass audit. Requester is notified of finding of Audit. (See Appendix 1 – Notifications).
- C. PDREP Admin may reduce accesses requested, if requester/DoDAAC is not authorized.
- D. After all secondary approvals are received, PDREP Admin will process SAAR-P. User is notified the account has been processed (See Appendix 1 – Notifications).

2 LOGGING IN

2.1 Logging in the First Time– Initial Access

- A. In order to access the PDREP-AIS, a User Account must be created and a User Name and Password obtained. User accounts are established by PDREP Administrators after you've submitted your SAAR-P and approved by a supervisor/sponsor.

- B. Once your account is established by a PDREP administrator, you'll receive an email notification informing you with your USER ID and about what steps need to be taken for your initial login (See **Appendix 1 – Notifications**).
- C. To log on the first time, access the Product Data Reporting and Evaluation Program web page located at the following URL: <https://www.pdrep.csd.disa.mil> (See **Figure 2.1**).

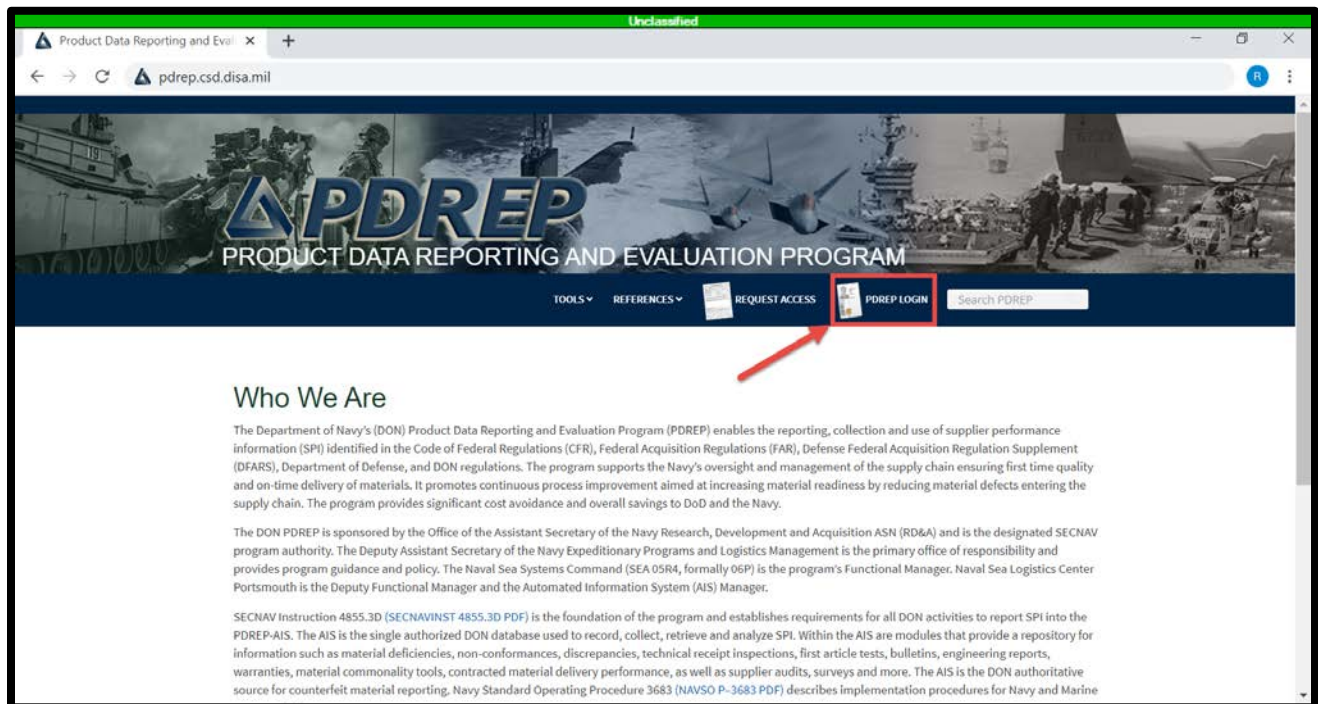


Figure 2.1

- D. Select 'PDREP LOGIN'.
- E. Browser will then be navigated to 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP) – LOGIN' screen (See **Figure 2.2**).
 - 1. It is not necessary to enter 'USER ID' or 'Password'.
 - 2. Select 'Forgot Password?'

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP) - LOGIN

Instructions

1. Enter User ID and Password
2. Click **Login**
3. If you do not remember the Password, click [Forgot Password?](#) link

1

→

User ID:

[Request Account](#)

1

→

Password:

[Forgot Password?](#)

←

2

Welcome to the PDREP-AIS BETA test system.

PDREP-AIS Version : 6.0.19.154, Build Date : 10/30/2020
 Phone : (207) 438-1690 [Email Technical Support](#)

Figure 2.2

F. Browser will then be navigated to 'FORGOT PASSWORD' screen (See **Figure 2.3**).

1. Enter your USER ID.
2. Enter your e-mail address.
3. Select 'Verify'. This will check the PDREP-AIS database for an active account with the USER ID/e-mail address.

FORGOT PASSWORD

Instructions

1. Enter User ID and Email Address.
2. Click Verify.

User ID:

Email Address:

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 Phone : (207) 438-1690 [Email Technical Support](#)

Figure 2.3

G. If the verification check indicates a valid account, your browser will navigate to the information verified screen (See **Figure 2.4**). A notification with a temporary

password will be sent to the e-mail on the account. (See **Appendix 1 – Notifications**).

FORGOT PASSWORD

Information has been verified.
Temporary Password has been sent via email.
You will be prompted to change the temporary password upon your next login.
If you do not receive the temporary password or you require immediate assistance.
Please call the PDREP Customer Support Desk.
Voice Phone: (207) 438-1690. DSN 684-1690.
[PDREP Login](#)

PDREP-AIS Version : 6.0.19.160, Build Date : 11/09/2020
Phone : (207) 438-1690 [Email Technical Support](#)

Figure 2.4

- H. Once requester receives e-mail with temporary password, login to PDREP-AIS by starting at PDREP-AIS webpage and selecting 'PDREP LOGIN' (See **Figure 2.1**).
- I. Browser will then be navigated to 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP) – LOGIN' screen (See **Figure 2.5**).
1. Enter User ID.
 2. Enter your temporary password.
 3. Select 'Login'.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP) - LOGIN

Instructions
1. Enter User ID and Password
2. Click **Login**
3. If you do not remember the Password, click [Forgot Password?](#) link

1 → **User ID:** [Request Account](#)

2 → **Password:** [Forgot Password?](#)

3 →

Welcome to the PDREP-AIS BETA test system.

PDREP-AIS Version : 6.0.19.160, Build Date : 11/09/2020
Phone : (207) 438-1690 [Email Technical Support](#)

Figure 2.5

- J. Browser will then be navigated to 'CHANGE PASSWORD' screen (See **Figure 2.6**).
1. Enter current password.
 2. Enter a new password (following password instructions on the screen).
 3. Re-enter your new password.
 4. Select 'Save Password'.

CHANGE PASSWORD

Instructions

1. - must be 15-20 characters
2. - must contain at least two upper and lower case letters
3. - must contain at least two numbers
4. - must contain at least two special characters
5. - cannot reuse your last 10 passwords
6. - must differ from previous password by at least four characters
7. - must not contain personal information such as:
names, phone numbers, account names, birthdates, or dictionary words

1

➔

Current Password:

2

➔

New Password:

3

➔

Confirm New Password:

4

➔

PDREP-AIS Version : 6.0.19.160, Build Date : 11/09/2020
Phone : (207) 438-1690 [Email Technical Support](#)

Figure 2.6

K. Browser will then be navigated to the 'PDREP MESSAGE' page (See **Figure 2.7**).

FOUO
UNCLASSIFIED
FOUO

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

[Home](#) • [Help](#) ▶ User Profile: [USER ACCESS USER GUIDE](#) ▶ • [Logout](#)

PDREP MESSAGE

Message Password changed successfully

[Continue](#)

PDREP-AIS Version : 6.0.19.160, Build Date : 11/09/2020
Phone : (207) 438-1690 [Email Technical Support](#)

Figure 2.7

NOTE: At this point User has synchronized their CAC(Cert)/PIN with their PDREP-AIS Account and subsequent logins will only require CAC(Cert)/PIN until such time that their account becomes deactivated or they get a new CAC(Cert).

L. At this point, User has successfully logged into PDREP-AIS. Navigation from this page (except for the 'Continue' link) should be consistent with most pages inside of PDREP-AIS (See **Figure 2.8**).

1. Home – Will take user to PDREP Home Page (See **Figure 2.9**).

2. Help – Will initiate a HELP Flyout Menu (covered in a later section).
3. User Profile [YOUR NAME] – Will initiate a User Profile Flyout Menu (covered in a later section).
4. Logout – Will log user out of PDREP (See **Figure 2.10**).
5. Continue - Will take user to PDREP Home Page.
6. Email Technical Support – Will initiate an e-mail to NSLC Customer Support Desk at WEBPTSMH@NAVY.MIL.

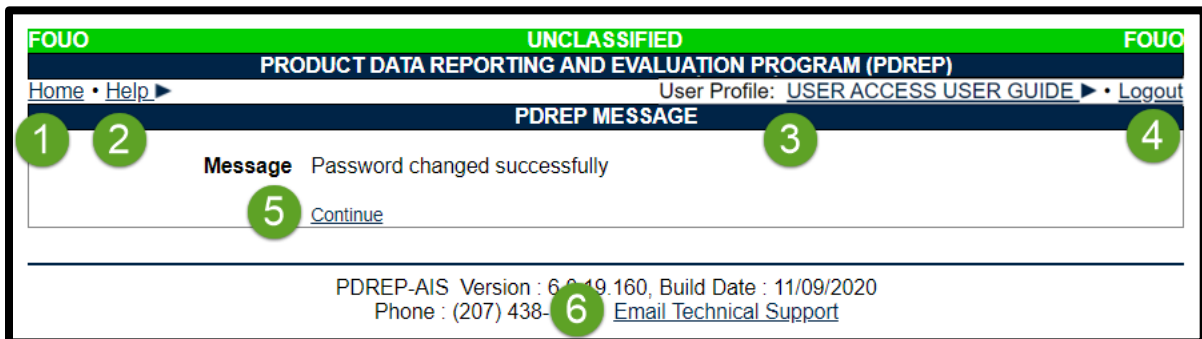



Figure 2.8

M. PDREP Home Page (See **Figure 2.9**).

FOUO UNCLASSIFIED FOUO



Welcome, USER ACCESS USER GUIDE
[Home](#) • [Help](#) ▶

Last Logon: NOV 16, 2020 04:18 PM
[User Profile](#) ▶ • [Logout](#)

APPLICATIONS
Contract Award and Delivery Data (CAD) ▶
Corrective Action Request (CAR) ▶
Customer Service Request (CSR) ▶
Product Quality Deficiency Report (PQDR) ▶
Special Quality Data (SQD) ▶
Supply Discrepancy Report (SDR) ▶
Surveillance Plan (SP) ▶
Warranty ▶
SEARCHES
CAGE ▶
DODAAC ▶
DUNS ▶
External Links ▶
FSC ▶
GIDEP ▶
NSN ▶
PDREP Search
Qualified Product List ▶
Requisition ▶
Routing Identifier Code ▶
UII Search
User Search ▶
REPORTS
Contractor Profile

PDREP-AIS Version : 6.0.19.22, Build Date : 11/09/2020
 Phone : (207) 438-1690 [Email Technical Support](#)

Figure 2.9

NOTE: *Links displayed may vary depending on User's level of access.*

N. PDREP Logout Page (See **Figure 2.10**).



1 User has been successfully logged out of PDREP AIS.
 To log back in click [PDREP Login](#)
 2 To close this window click [Close](#)

Figure 2.10

1. If user inadvertently logged out of PDREP, they can log back into PDREP by selecting 'PDREP Login'.
2. If User is done, they can close the browser by selecting 'Close'.

2.2 PDREP Login With CAC/PIV or Recognized DoD PKI Certificate

- A. To login, access the Product Data Reporting and Evaluation Program web page located at the following URL: <https://www.pdrep.csd.disa.mil> (See **Figure 2.11**).

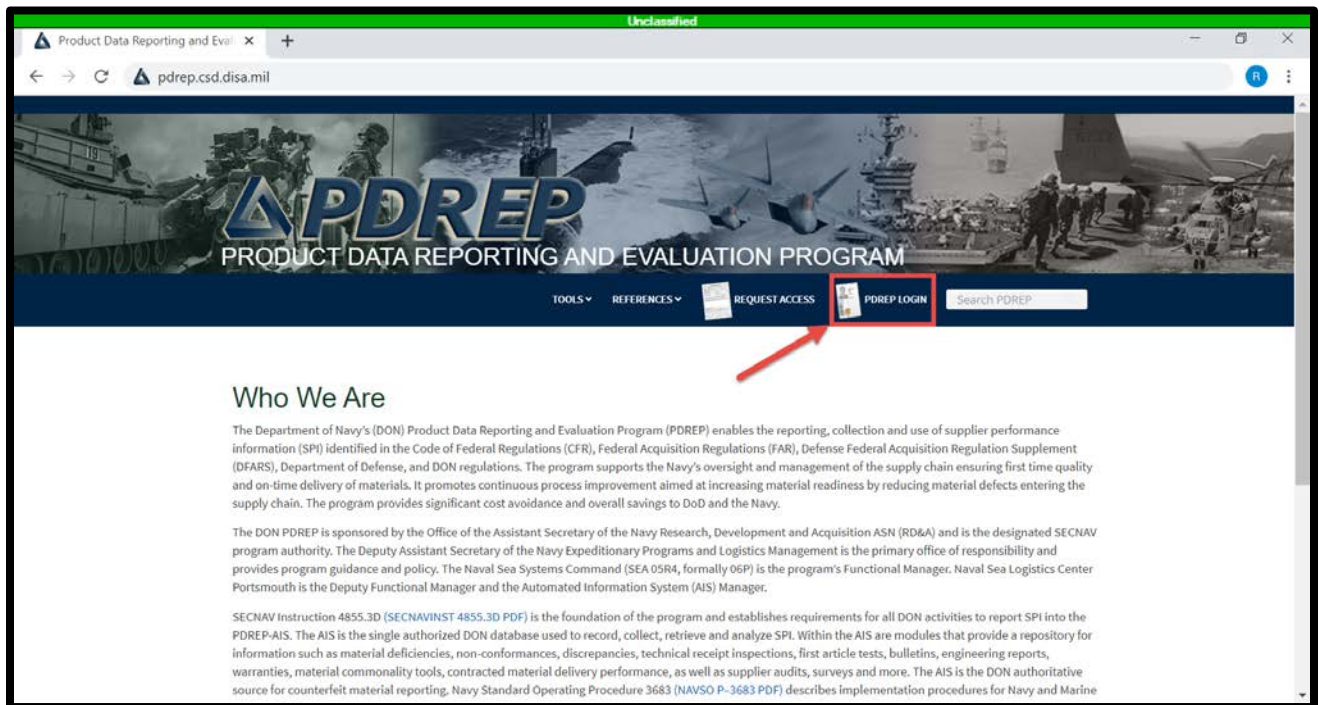


Figure 2.11

- B. Select 'PDREP LOGIN' (See **Figure 2.11**).
- C. If prompted, the Client Authentication dialog box will prompt you for verification of the certificate from your DoD-issued CAC or other approved PKI credentials. If more than one certificate is shown, most users should choose the non-e-mail certificate then select 'OK' (See **Figure 2.12**). Selecting 'Cancel' will stop the log in process.

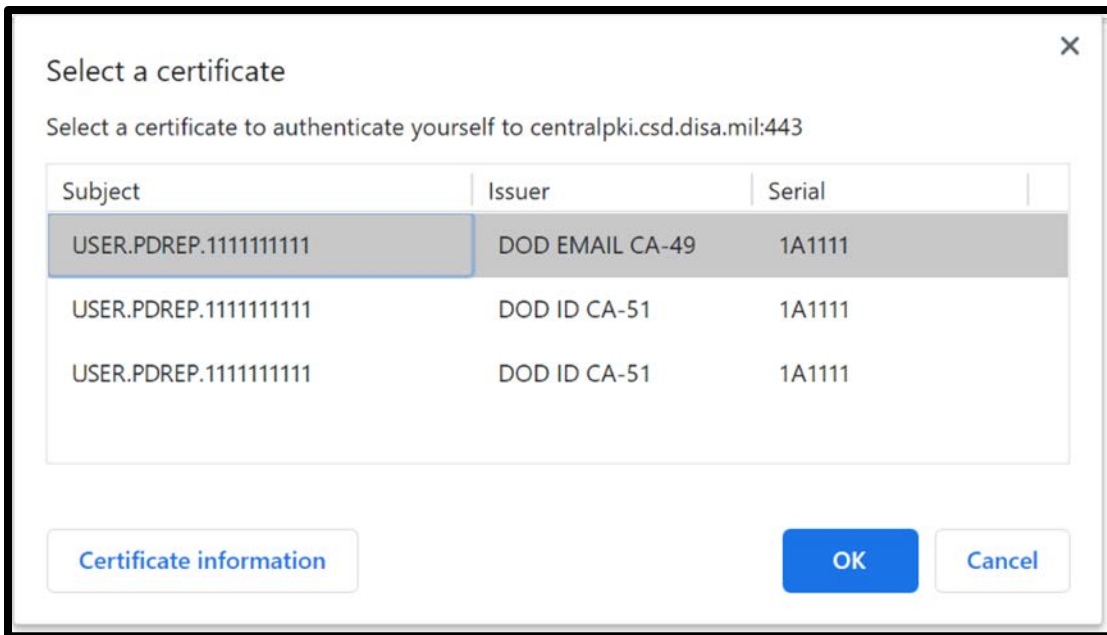


Figure 2.12

- D. If prompted, User may need to enter CAC/Cert PIN, then select 'OK' (See **Figure 2.13**). Selecting 'Cancel' will stop the log in process.

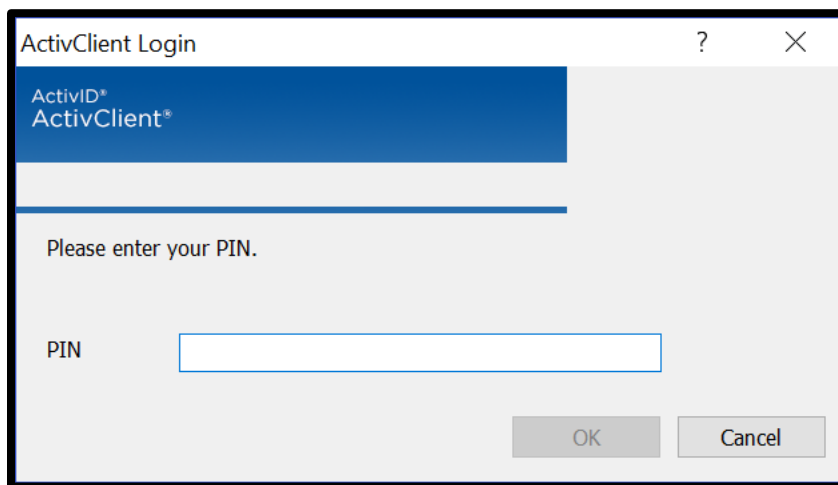


Figure 2.13

NOTE: *If you have difficulty with a certificate and have more than one available, please try the other certificates before contacting the NSLC Help Desk.*

- E. Browser is then navigated to the 'DOD WARNING AND CONSENT BANNER' page (See **Figure 2.14**).



DOD WARNING AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Select Accept or Decline to continue.

Accept Decline

Figure 2.14

- F. Read the DoD Warning and Consent Banner, if you agree to the terms, select the 'Accept' radial button. Selecting the 'Decline' radial button will stop the log in process.
- G. Browser is then navigated to the PDREP Home page (See **Figure 2.15**). If browser is not navigated to the PDREP Home page, but is instead navigated to PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP) – LOGIN (See **Figure 2.16**), the account may be deactivated, User may not have synchronized their account with their CAC/Cert, User has a new CAC/Cert or there may be a temporary database/server issue.

FOUO UNCLASSIFIED FOUO



Product Data Reporting and Evaluation Program

Welcome, USER ACCESS USER GUIDE Last Logon: NOV 16, 2020 04:18 PM
[Home](#) • [Help](#) ▶ [User Profile](#) ▶ • [Logout](#)

APPLICATIONS
Contract Award and Delivery Data (CAD) ▶
Corrective Action Request (CAR) ▶
Customer Service Request (CSR) ▶
Product Quality Deficiency Report (PQDR) ▶
Special Quality Data (SQD) ▶
Supply Discrepancy Report (SDR) ▶
Surveillance Plan (SP) ▶
Warranty ▶
SEARCHES
CAGE ▶
DODAAC ▶
DUNS ▶
External Links ▶
FSC ▶
GIDEP ▶
NSN ▶
PDREP Search
Qualified Product List ▶
Requisition ▶
Routing Identifier Code ▶
UII Search
User Search ▶
REPORTS
Contractor Profile

PDREP-AIS Version : 6.0.19.22, Build Date : 11/09/2020
 Phone : (207) 438-1690 [Email Technical Support](#)

Figure 2.15

NOTE: *Links displayed may vary depending on User's level of access.*

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP) - LOGIN

Instructions

1. Enter User ID and Password
2. Click **Login**
3. If you do not remember the Password, click [Forgot Password?](#) link

[Request Account](#)

User ID:

Password: [Forgot Password?](#)

PDREP-AIS Version : 6.0.19.22, Build Date : 11/09/2020
Phone : (207) 438-1690 [Email Technical Support](#)

Figure 2.16

NOTE: Browser navigated to this page if Account Deactivated, User did initially synchronize CAC/Cert with PDREP Account, User was reissued a new CAC/Cert, or there is a temporary database/server issue.

3 USER PROFILE

3.1 Accessing Your User Profile

- A. After successfully logging in, the PDREP Main Menu will display (See **Figure 2.15**). Every PDREP user has a User Profile. The accuracy of the information in this profile is important both for correspondence purposes, correct operation of your work lists and other features in various PDREP-AIS applications.
- B. To view or update your User Profile, hover over 'User Profile' on the top right of the PDREP Home page (See **Figure 3.1**) or hover over [YOUR NAME] displayed next to the User Profile label on the top right on any other page (See **Figure 3.2**) to display the flyout menu (See **Figure 3.3**).

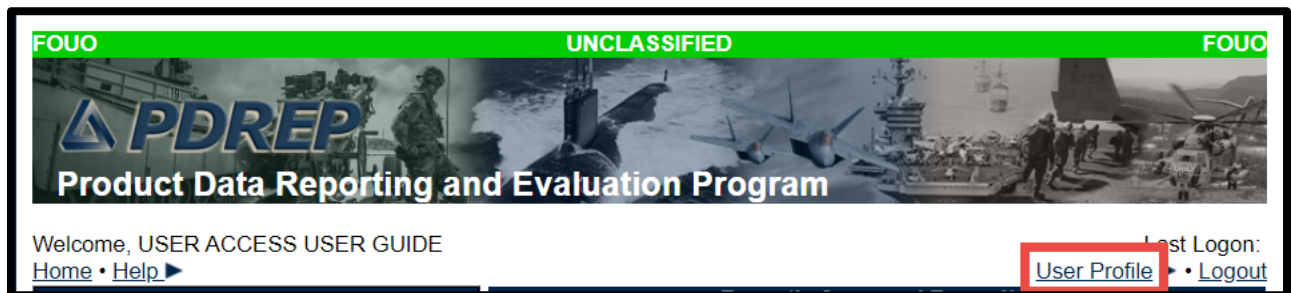


Figure 3.1

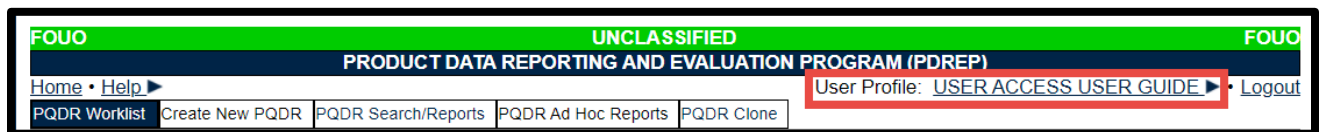


Figure 3.2



Figure 3.3

- C. Select 'View Profile' on the flyout menu, and your browser will navigate to a non-editable version of your profile information will be displayed (See **Figure 3.4**).

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PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • [Help](#) ▶
User Profile: [USER ACCESS USER GUIDE](#) ▶ • [Logout](#)

USER PROFILE - VIEW

To update information [Click here](#)

Name: USER ACCESS USER GUIDE
Title: QA EXTRAODINAIRE
P.O.Box:
Address: PORTSMOUTH NAVAL SHIPYARD
 BLDG 123
City/State/Zip: PORTSMOUTH NEW HAMPSHIRE 03804-5000
Country: UNITED STATES
Phone: 207-555-1212
DSN Phone:
Email Address: pdrep.user@navy.mil
Organization Code:
Logo:
SubjectCN: USER.PDREP.1234567890

Email Distribution List		
Email Address	Name	List Name
MICKEYMOUSE@NAVY.MIL	MICKEY	Disney
DONALDDUCK@NAVY.MIL	DONALD	Disney
GOOFY@NAVY.MIL	GOOFY	Disney
PINOCCHIO@NAVY.MIL	PINOCCHIO	Disney
JOHNLENNON@NAVY.MIL	JOHN	Beatles
GEORGEHARRISON@NAVY.MIL	GEORGE	Beatles
RINGOSTARR@NAVY.MIL	RINGO	Beatles
STUSUTCLIFFE@NAVY.MIL	STU	Beatles
PETEBEST@NAVY.MIL	PETE	Beatles
beagle@navy.mil	bingo	banana splits
fleegle@navy.mil	fleegle	banana splits
droopy@navy.mil	drooper	banana splits
snork@navy.mil	snork	banana splits

Point of contact				
Name	Email Address	Activity/Organization	Contact Type	Phone
PETE BEST	PETEBEST@NAVY.MIL	NAVAL SEA LOGISTICS CENTER PORTSMOUTH	GOVERNMENT	
MICKEY MOUSE	MICKEYMOUSE@NAVY.MIL	NAVAL SEA LOGISTICS CENTER	GOVERNMENT	

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 Phone : (207) 438-1690 [Email Technical Support](#)

Figure 3.4

- D. Selecting 'Click here' will navigate browser the User Profile - Edit page and access to other tabs that will be explained in subsequent sections (See **Figure 3.5**). These tabs are also accessible via the flyout menu (See **Figure 3.3**).

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PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: [USER ACCESS USER GUIDE](#) ▶ • Logout

User Information | Distribution Lists | Points of Contact | Access Change Request

User Profile - Edit

Instructions
(M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter known optional fields
 3. To update User Profile, click **Save**
Changing Profile data will not update previously saved records

User ID: PUSER

(M) First Name: USER ACCESS **(M) Last Name:** USER GUIDE

Title: QA EXTRAODINAIRE

P.O.Box:

Address: PORTSMOUTH NAVAL SHIPYARD
 BLDG 123

(M) City: PORTSMOUTH

State/Province: NH-NEW HAMPSHIRE **Zip/Postal Code:** 03804-5000

Country: UNITED STATES

(M) Area Code: 207 **(M) Phone Number:** 555 — 1212 **Extension:**

International Phone Number

DSN Telephone Number:

Email Address: pdrep.user@navy.mil

Team Lead User ID:
 Please contact Customer Service if you need to change your email address or your Team Lead User ID.

(M) Supervisor Email Address: pdrep.supervisor@navy.mil

Organization Code:

Logo: --Select--

Default Application: Home (Default)

Save Cancel

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Figure 3.5

3.2 User Information Tab

- A. The fields marked with a **(M)** require data entry.
- B. Most fields are self-explanatory.
 - 1. Organization Code: This is often used to further identify individual within a group. It may be referred to as an Org Code, Office Code, Office Symbol, or Team Code depending on your service or agency syntax.

2. Logo: You may choose a logo, if one is available and that provides for a logo that affixed to various forms and letters that are available in some PDREP-AIS applications.
3. Default Application: This will allow users to by-pass the PDREP Home page at login and navigate straight to an application/page selected in this drop down list. Examples: PQDR worklist, CAD Search, SDR Advanced Search tab.

C. Enter User Information.

D. Select 'Save' to commit the updated information.

E. Select 'Cancel' to exit without saving.

3.3 Distribution Lists Tab

The Distribution List tab contains any e-mail addresses that you might use on distribution lists for PDREP messages. Distribution lists are used in PDREP forwarding messages, e-mail messages, and letters. In most PDREP applications Distribution lists will show at the end of the CC drop down list.

NOTE: *The User bears the responsibility to ensure data distributed from PDREP-AIS is on a need to know basis and that data, e-mails, and attachments are marked with appropriate classification and distribution.*

A. Creating new distribution list (See **Figure 3.6**).

1. Enter a name of a new distribution list.
2. Select 'Create New'.

Figure 3.6

3. Distribution List is created (See **Figure 3.7**).

The screenshot shows the 'Create Distribution List' page. At the top, there is a green header with 'FOUO' on the left and right, and 'UNCLASSIFIED' in the center. Below this is a dark blue header with 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. The page includes navigation links for 'Home' and 'Help', and a user profile section for 'USER ACCESS USER GUIDE' with a 'Logout' link. A breadcrumb trail shows 'User Information', 'Distribution Lists', 'Points of Contact', and 'Access Change Request'. The main content area is titled 'Create Distribution List' and contains 'Instructions' for creating, editing, and deleting lists. A red message indicates 'List created successfully'. Below this, there are form fields for 'List Name' (containing 'New Distribution List Name') and 'Existing Lists' (containing 'New Distribution List Name'). The 'Existing Lists' field has 'Edit' and 'Delete' buttons. At the bottom, there is version and contact information: 'PDREP-AIS Version : 6.0.19.22, Build Date : 11/09/2020' and 'Phone : (207) 438-1690 Email Technical Support'.

Figure 3.7

B. Editing a distribution list (See **Figure 3.8**).

1. Select distribution list from 'Existing Lists' drop down list.
2. Select 'Edit'.

This screenshot is similar to Figure 3.7 but shows the 'Existing Lists' dropdown menu open. The dropdown list contains the following items: 'RealPeople', 'Disney', 'Beatles', 'banana splits', and 'New Distribution List Name'. A red circle with the number '1' is placed over the dropdown menu. Another red circle with the number '2' is placed over the 'Edit' button next to the dropdown. The rest of the page content, including the header, navigation, instructions, and footer, is identical to Figure 3.7.

Figure 3.8

3. Browser navigates to 'Edit Distribution List' page (See **Figure 3.9**).
4. Edit distribution list name.
 - i. Edit distribution list in 'List Name'.
 - ii. Select Update Name.

The screenshot shows the 'Edit Distribution List' page. At the top, there is a green header with 'FOUO' on the left and right, and 'UNCLASSIFIED' in the center. Below this is a dark blue header with 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. The page includes a navigation menu with 'Home', 'Help', 'User Information', 'Distribution Lists', 'Points of Contact', and 'Access Change Request'. The user profile is 'USER ACCESS USER GUIDE' with a 'Logout' link. The main content area has a title 'Edit Distribution List' and 'Instructions' for editing a list. A message states 'List contains no items'. There are two green circular icons labeled 'i' and 'ii'. Below these are input fields for 'List Name', 'Existing Lists', '(M)Name', and '(M)Email'. There are 'Add/Update' and 'Cancel' buttons. At the bottom, there is a table with columns 'Name', 'Email Address', 'Edit', and 'Delete'. The footer contains version and contact information.

Figure 3.9

5. Add members to list (See **Figure 3.10**).
 - i. Input name.
 - ii. Input e-mail address.
 - iii. Select 'Add/Update'.
 - iv. Member added to list (See **Figure 3.11**).

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PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: [USER ACCESS USER GUIDE](#) ▶ • Logout

User Information **Distribution Lists** Points of Contact Access Change Request

Edit Distribution List

Instructions

1. To change the name of a list, enter a new name and select **Update Name**
2. To add or update an item in the list, select **Add/Update**
3. To delete an item from the list, select **Delete**
4. To cancel an edit, or return to the distribution lists, select **Cancel**

- List contains no items

List Name:

Existing List:

(M)Name: (M)Email:

Name	Email Address	Edit	Delete
------	---------------	------	--------

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Figure 3.10

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PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: [USER ACCESS USER GUIDE](#) ▶ • Logout

User Information **Distribution Lists** Points of Contact Access Change Request

Edit Distribution List

Instructions

1. To change the name of a list, enter a new name and select **Update Name**
2. To add or update an item in the list, select **Add/Update**
3. To delete an item from the list, select **Delete**
4. To cancel an edit, or return to the distribution lists, select **Cancel**

- Record saved successfully

List Name:

Existing Lists:

(M)Name: (M)Email:

Name	Email Address	Edit	Delete
Member 1	member.one@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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Figure 3.11

6. Update member information (See **Figure 3.12**).

i. Select 'Edit' in the row of member to be edited.

- ii. Member moves from table to edit fields (See **Figure 3.13**).
- iii. Input updated information.
- iv. Select 'Add/Update'.
- v. Member information is updated but not visible in edit information or table.
- vi. Exit/return to distribution list to view changes (See **Figure 3.14**).

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PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

[Home](#) • [Help](#) ▶ User Profile: [USER ACCESS USER GUIDE](#) ▶ • [Logout](#)

User Information
Distribution Lists
Points of Contact
Access Change Request

Edit Distribution List

Instructions

1. To change the name of a list, enter a new name and select **Update Name**
2. To add or update an item in the list, select **Add/Update**
3. To delete an item from the list, select **Delete**
4. To cancel an edit, or return to the distribution lists, select **Cancel**

• Record saved successfully

List Name:

Existing Lists: ▼

(M)Name: (M)Email:

Name	Email Address	Edit	Delete
Member 1	member.one@navy.mil	<input type="button" value="Edit"/> i	<input type="button" value="Delete"/>
Member Two	member.two@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Member Three	member.three@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Member Four	member.four@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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Figure 3.12

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PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
 Home • Help ▶ User Profile: [USER ACCESS USER GUIDE](#) ▶ • Logout

User Information **Distribution Lists** Points of Contact Access Change Request

Edit Distribution List

Instructions
 1. To change the name of a list, enter a new name and select **Update Name**
 2. To add or update an item in the list, select **Add/Update**
 3. To delete an item from the list, select **Delete**
 4. To cancel an edit, or return to the distribution lists, select **Cancel**

List Name:
 Existing Lists:

(M)Name: (M)Email:

Name	Email Address	Edit	Delete
Member Two	member.two@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Member Three	member.three@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Member Four	member.four@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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Figure 3.13

FOUO UNCLASSIFIED FOUO
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
 Home • Help ▶ User Profile: [USER ACCESS USER GUIDE](#) ▶ • Logout

User Information **Distribution Lists** Points of Contact Access Change Request

Edit Distribution List

Instructions
 1. To change the name of a list, enter a new name and select **Update Name**
 2. To add or update an item in the list, select **Add/Update**
 3. To delete an item from the list, select **Delete**
 4. To cancel an edit, or return to the distribution lists, select **Cancel**

List Name:
 Existing Lists:

(M)Name: (M)Email:

Name	Email Address	Edit	Delete
Member One	member.one@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Member Two	member.two@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Member Three	member.three@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Member Four	member.four@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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Figure 3.14

7. Delete member from list (See **Figure 3.15**).
 - i. Select 'Delete' in the row of member to be edited.
 - ii. Pop-up window appears to verify deletion of member from list.
 - iii. Select 'OK' if you want to proceed.
 - iv. Member deleted from table (See **Figure 3.16**).

pdrep.csd.disa.mil says

Delete this item?

ii OK Cancel

iii

2. To add or update an item in the list, select **Add/Update**
 3. To delete an item from the list, select **Delete**
 4. To cancel an edit, or return to the distribution lists, select **Cancel**

List Name:

Existing Lists: ▾

(M)Name: (M)Email:

Name	Email Address	Edit	Delete
Member One	member.one@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Member Two	member.two@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Member Three	member.three@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Member Four	member.four@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/> i

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Figure 3.15

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PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: [USER ACCESS USER GUIDE](#) ▶ • Logout

User Information **Distribution Lists** Points of Contact Access Change Request

Edit Distribution List

Instructions

1. To change the name of a list, enter a new name and select **Update Name**
2. To add or update an item in the list, select **Add/Update**
3. To delete an item from the list, select **Delete**
4. To cancel an edit, or return to the distribution lists, select **Cancel**

List Name:

Existing Lists: ▼

(M)Name: (M)Email:

Name	Email Address	Edit	Delete
Member One	member.one@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Member Two	member.two@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Member Three	member.three@navy.mil	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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Figure 3.16

C. Delete distribution list (See **Figure 3.17**).

1. Select list to be deleted from 'Existing Lists' drop down.
2. Select 'Delete'.
3. List has been removed (See **Figure 3.18**).

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PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: [USER ACCESS USER GUIDE](#) ▶ • Logout

User Information **Distribution Lists** Points of Contact Access Change Request

Create Distribution List

Instructions

1. To create a new list, click **Create New**
2. To edit an existing list, click **Edit**
3. To delete an existing list, click **Delete**

List Name:

Existing Lists: ▼ **2**

1 → RealPeople
Disney
Beatles
banana splits
New Distribution List Name

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[Email Technical Support](#)

Figure 3.17

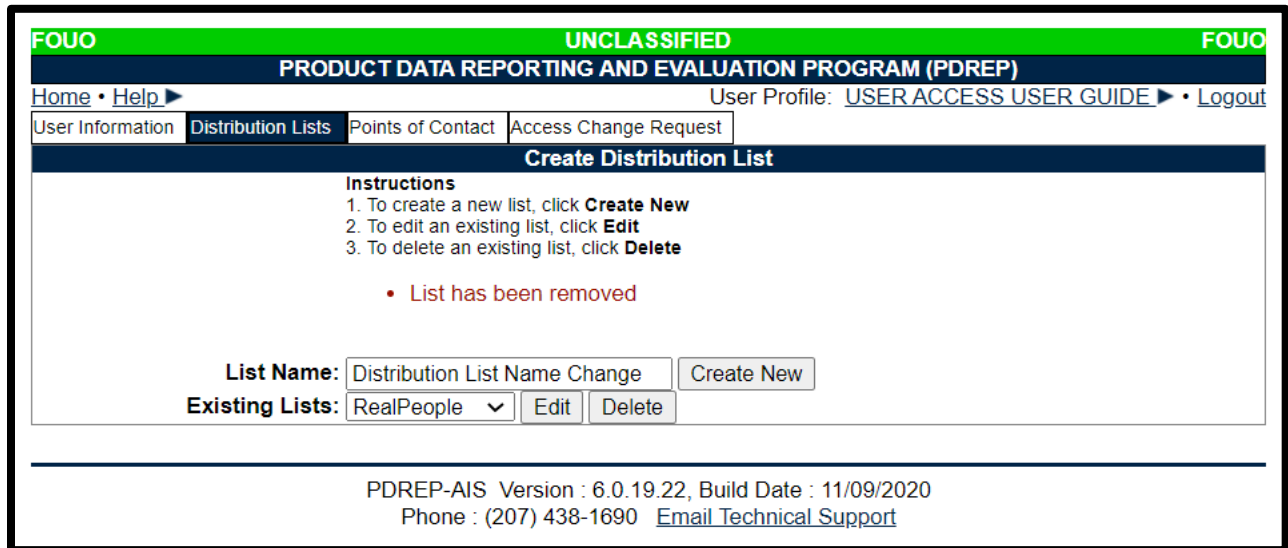


Figure 3.18

3.4 Points of Contact Tab

Points of Contact are used primarily used by Support Point or Action Point users for identifying Government, Contractor or Supplier investigators but can also be used as a supplemental address list. POCs are not the same as Distribution List members.

A. View POC

1. Select the 'Points of Contact' tab (See **Figure 3.19**).

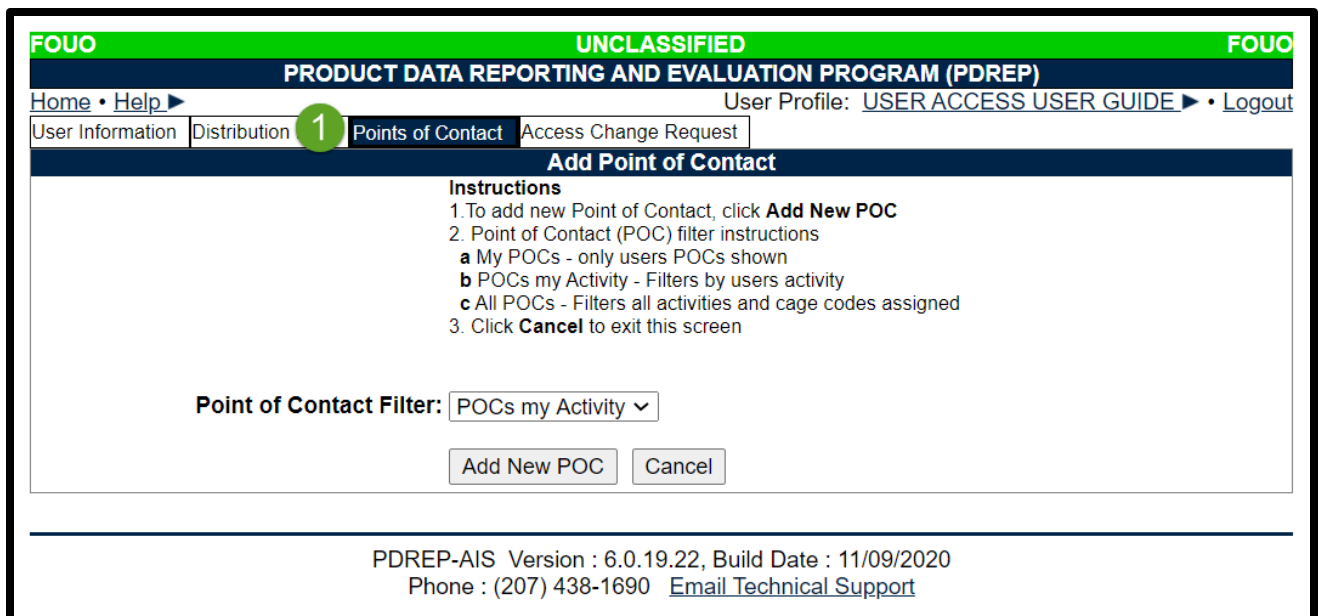


Figure 3.19

- The Point of Contact Filter will allow you to filter your POC's by 'My POC's'; 'POC's my Activity', and 'All POCs'. This is currently not functioning correctly and will force 'POCs my Activity' regardless of which item the user chooses.

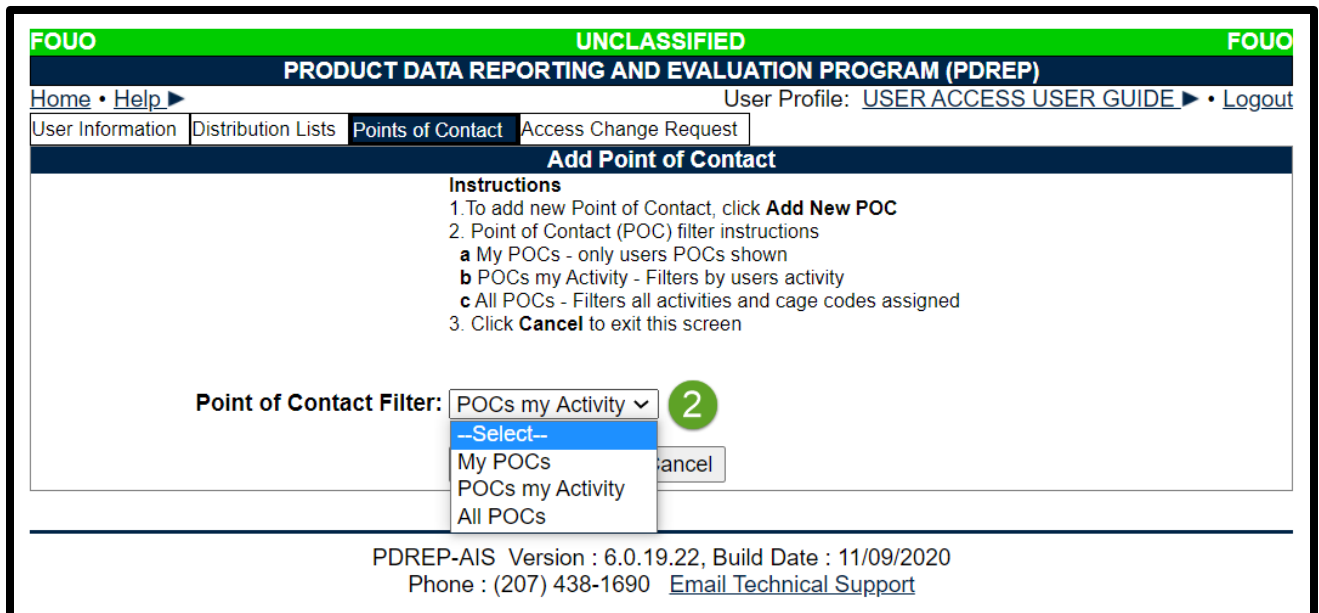


Figure 3.20

- If there are associated POCs, the table at the bottom of the page will show all current points of contact, including:

- i. User Code (of PDREP User who entered the POC record).
- ii. Contact Name.
- iii. Organization (Government Agency, Activity or Company of which the person is a member).
- iv. Contact Type (G - Government, C - Contractor, or S - Supplier).
- v. Edit – Button to edit POC, if authorized.
- vi. Delete – Button to delete POC, if authorized.

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PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: [USER ACCESS USER GUIDE](#) ► • Logout

User Information | Distribution Lists | **Points of Contact** | Access Change Request

Add Point of Contact

Instructions
 1. To add new Point of Contact, click **Add New POC**
 2. Point of Contact (POC) filter instructions
 a My POCs - only users POCs shown
 b POCs my Activity - Filters by users activity
 c All POCs - Filters all activities and cage codes assigned
 3. Click **Cancel** to exit this screen

Point of Contact Filter: ▼

Filter Records:

A	B	C	D	E	F
User Code	Name	Organization	Contact Type	Edit	Delete
[PUSER2]	TEST USER	DEFENSE CONTRACT MANAGEMENT AGENCY	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[PUSER6]	TEST USER2	SUPPLIER2	S	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[PUSER1]	POINT O. CONTACT1	DEFENSE LOGISTICS AGENCY	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[PUSER1]	POINT O. CONTACT2	NAVAL SEA LOGISTICS CENTER	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[PUSER1]	POINT O. CONTACT3	CONTRACTOR1	C	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[PUSER1]	POINT O. CONTACT4	SUPPLIER1	S	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

1 to 6 of 6
 Showing per page
 First Previous 1 Next Last

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Figure 3.21

NOTE: Users should always have 'Edit' and 'Delete' buttons for Contacts that they have added. Currently the 'Edit' and 'Delete' buttons for Contacts that they have not added only

appears if the User has Management or Full access for PQDR Support Point and has the same Activity as the User that added the POC.

4. The Filter Records will allow you to filter POC's by any field in the table that corresponds to the data in the filter.
5. Using the Drop down list, users can adjust the number of rows displayed – 10, 25, 50 or 100.
6. Users can navigate results by selecting First Page, Next Page, Page Number, Next Page r Last Page.

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PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: [USER ACCESS USER GUIDE](#) ▶ • Logout

User Information | Distribution Lists | **Points of Contact** | Access Change Request

Add Point of Contact

Instructions

1. To add new Point of Contact, click **Add New POC**
2. Point of Contact (POC) filter instructions
 - a My POCs - only users POCs shown
 - b POCs my Activity - Filters by users activity
 - c All POCs - Filters all activities and cage codes assigned
3. Click **Cancel** to exit this screen

Point of Contact Filter: POCs my Activity ▼

4

Filter Records:

User Code	Name	Organization	Contact Type	Edit	Delete
[PUSER1]	POINT O. CONTACT1	DEFENSE LOGISTICS AGENCY	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[PUSER1]	POINT O. CONTACT2	NAVAL SEA LOGISTICS CENTER	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[PUSER1]	POINT O. CONTACT3	CONTRACTOR1	C	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[PUSER1]	POINT O. CONTACT4	SUPPLIER1	S	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

1 to 4 of 4 (Filtered from 6 total entries)

Showing 10 per page

First Previous 1 Next Last 6

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Figure 3.22

B. Add New POC

1. To add a new contact, click the 'Add New POC' button and the Add Point of Contact page will display (See **Figure 3.23**).

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PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: [USER ACCESS USER GUIDE](#) ► • Logout

User Information | Distribution Lists | **Points of Contact** | Access Change Request

Add Point of Contact

Instructions

- To add new Point of Contact, click **Add New POC**
- Point of Contact (POC) filter instructions
 - My POCs - only users POCs shown
 - POCs my Activity - Filters by users activity
 - All POCs - Filters all activities and cage codes assigned
- Click **Cancel** to exit this screen

Point of Contact Filter: ▼

B

Filter Records:

User Code	Name	Organization	Contact Type	Edit	Delete
[PUSER2]	TEST USER	DEFENSE CONTRACT MANAGEMENT AGENCY	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[PUSER6]	TEST USER2	SUPPLIER2	S	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[PUSER1]	POINT O. CONTACT1	DEFENSE LOGISTICS AGENCY	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[PUSER1]	POINT O. CONTACT2	NAVAL SEA LOGISTICS CENTER	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[PUSER1]	POINT O. CONTACT3	CONTRACTOR1	C	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[PUSER1]	POINT O. CONTACT4	SUPPLIER1	S	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

1 to 6 of 6
 Showing ▼ per page
 First Previous 1 Next Last

PDREP-AIS Version : 6.0.19.162, Build Date : 11/23/2020
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Figure 3.23

2. Fields in the Add Point of Contact page are described below (see **Figure 3.24**).

- **(M) POC Name:** Enter the POC Name.
- **(M) Contact Type:** Select the contact type from the dropdown list provided. Choose 'Government, Contractor or Supply'.
- **Activity/Company Name:** Organizational name.
- **DoDAAC:** Enter the DoDAAC if the contact type is Government, and click 'Auto Fill' next to the DoDAAC field to automatically complete the activity or company name and address fields. If for any reason the company or activity entered does not exist in PDREP or the information is incorrect then you may complete or edit the information manually.

- **CAGE Code:** Enter the CAGE if the contact type is Contractor or Supplier, and click 'Auto Fill' next to the CAGE field to automatically complete the activity or company name and address fields. If for any reason the company or activity entered does not exist in PDREP or the information is incorrect then you may complete or edit the information manually.
- **Address, City, State/Province, Country and Zip Code:** Enter the address information of contract.
- **Phone Number/ Fax Number:** Enter any phone or fax information.
- **(M) Email Address:** Enter email address of contact.
- Click 'Save' to add the new contact or 'Cancel' to exit the page without saving.

NOTE: When you next review or use your POC list the new contact will be included.

FOUO		UNCLASSIFIED		FOUO	
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)					
Home • Help		User Profile: USER ACC (BETA) USER GUIDE • Logout			
User Information	Distribution Lists	Points of Contact	Access Change Request		
Add Point of Contact					
<p>Instructions</p> <ol style="list-style-type: none"> 1. Enter mandatory fields 2. Enter known optional fields 3. Enter DODAAC of Govt POC or CAGE Code of Contractor/Supplier POC 4. Click Save to add to list 5. Click Cancel to cancel the process 					
(M) POC Name:	<input type="text"/>				
(M) Contact Type:	--Select-- <input type="button" value="v"/>				
Activity/Company Name:	<input type="text"/>				
DODAAC:	<input type="text"/>	<input type="button" value="Auto Fill"/>			
CAGE Code:	<input type="text"/>	<input type="button" value="Auto Fill"/>			
Address:	<input type="text"/>				
City:	<input type="text"/>				
State/Province:	--Select-- <input type="button" value="v"/>				
Country:	--Select-- <input type="button" value="v"/>				
Zip/Postal Code:	<input type="text"/>				
Phone Number:	<input type="text"/>				
Fax Number:	<input type="text"/>				
(M) Email Address:	<input type="text"/>				
		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>		
Filter Records:	<input type="text"/>				
User Code	Name	Organization	Contact Type	Edit	Delete

Figure 3.24

- C. Edit POC (See Figure 3.25).
 - 1. Select 'Edit' button next to POC to be edited.
 - 2. 'Edit Point of Contact' appears.
 - 3. Modify fields as required.
 - 4. Select 'Save' button.

FOUO UNCLASSIFIED FOUO
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help ► User Profile: USER ACC (BETA) USER GUIDE ► • Logout
User Information | Distribution Lists | **Points of Contact** | Access Change Request

Edit Point of Contact

Instructions
1. Enter mandatory fields
2. Enter known optional fields
3. Enter DODAAC of Govt POC or CAGE Code of Contractor/Supplier POC
4. Click **Save** to add to list
5. Click **Cancel** to cancel the process

(M) POC Name: POINT O. CONTACT1
(M) Contact Type: Government ▼
Activity/Company Name: DEFENSE LOGISTICS AGENCY
DODAAC: DoDAAC Auto Fill
CAGE Code: Auto Fill
Address: 123 Main Street
City: Any Town
State/Province: DC-DISTRICT OF COLUMBIA ▼
Country: UNITED STATES ▼
Zip/Postal Code: 12345-6789
Phone Number: 202-555-112
Fax Number:
(M) Email Address: POINT.OF.CONTACT@DLA.MIL
Save Cancel

Filter Records:

User Code	Name	Organization	Contact Type	Edit	Delete
-----------	------	--------------	--------------	------	--------

Figure 3.25

- D. Delete POC
 - 1. Select 'Delete' button next to POC to be deleted.

2. Confirmation pop-up window appears (See **Figure 3.26**).
3. Select 'OK'.
4. POC is deleted (See **Figure 3.27**).

(M) pdrep.csd.disa.mil says
(M) C
Activity/Com
C
Address: 123 Main Street
City: Any Town
State/Province: DC-DISTRICT OF COLUMBIA
Country: UNITED STATES
Zip/Postal Code: 12345-6789
Phone Number: 202-555-112
Fax Number:
(M) Email Address: POINT.OF.CONTACT@DLA.MIL
Save Cancel

Filter Records:

User Code	Name	Organization	Contact Type	Edit	Delete
-----------	------	--------------	--------------	------	--------

Figure 3.26

FOUO		UNCLASSIFIED		FOUO	
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)					
Home • Help ▶		User Profile: USER ACC.(BETA) USER GUIDE ▶ • Logout			
User Information	Distribution Lists	Points of Contact	Access Change Request		
Add Point of Contact					
Instructions 1. Enter mandatory fields 2. Enter known optional fields 3. Enter DODAAC of Govt POC or CAGE Code of Contractor/Supplier POC 4. Click Save to add to list 5. Click Cancel to cancel the process					
• Deleted Successfully					
(M) POC Name:	<input type="text" value="POINT O. CONTACT1"/>				
(M) Contact Type:	<input type="text" value="Government"/>				
Activity/Company Name:	<input type="text" value="DEFENSE LOGISTICS AGENCY"/>				
DODAAC:	<input type="text" value="DoDAAC"/>	<input type="button" value="Auto Fill"/>			
CAGE Code:	<input type="text"/>	<input type="button" value="Auto Fill"/>			
Address:	<input type="text" value="123 Main Street"/>				
City:	<input type="text" value="Any Town"/>				
State/Province:	<input type="text" value="DC-DISTRICT OF COLUMBIA"/>				
Country:	<input type="text" value="UNITED STATES"/>				
Zip/Postal Code:	<input type="text" value="12345-6789"/>				
Phone Number:	<input type="text" value="202-555-112"/>				
Fax Number:	<input type="text"/>				
(M) Email Address:	<input type="text" value="POINT.OF.CONTACT@DLA.MIL"/>				
	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>			
Filter Records:	<input type="text"/>				
User Code	Name	Organization	Contact Type	Edit	Delete

Figure 3.27

3.5 Access Change Request

- A. To request access to different applications in the PDREP-AIS, update DoDAACs, CAGES or to request different access privileges you currently have for an application, users will submit an access change request. The change request will parallel the same process for flow and notifications as when submitting original SAAR-P (Reference **Sections 1.4 – 1.6**).
- B. From the PDREP Home page, hover over 'User Profile' in the upper right corner. From any other page in PDREP, hover over [your name] in the upper right corner.
- C. Select 'Access Change Request' from the flyout menu.
- D. Browser will navigate to SAAR-P form.

- E. 'TYPE OF REQUEST' should pre-populate with 'UPDATE'. 'I AM A' should pre-populate with current account type.
- F. Current user information and access levels pre-populate SAAR-P. Update the user information/access levels as desired. Current Refer to **Section 1.4** for data entry specifics.
- G. Enter Citizenship and Training confirmations.
- H. Enter 'Justification for Access' to describe your change request.
- I. Read the user agreement.
- J. Agree to user agreement.
- K. Select 'Sign and Submit Account Change Request'.
- L. After approver approves request and secondary approvers approve request, a PDREP administrator will review your change request and enable the changes IAW the process described in **Section 1** for account certification and activation.

4 SYNCHRONIZE YOUR CAC/PIV TO YOUR ACCOUNT

- A. In the event that your US Government issued CAC has been replaced since the last time you logged into the PDREP-AIS, you may need to re-register your new CAC if it has a different hash code/certificate. To sync your new CAC with your existing PDREP-AIS account, contact the NSLC Help Desk by phone or email to have them clear your hash code.
- B. Once hash code has been cleared, user can request a new temporary password and synchronize new CAC following instructions for initial login (reference **Section 2.1**).

5 REACTIVATING YOUR ACCOUNT

- A. In the event that you have not logged into PDREP for 30 consecutive days or your contract has expired, your account will be deactivated.
- B. To reactivate your account, users will need to submit a RENEW SAAR-P. Follow the steps in **Section 1.3** through **Section 1.6** but change NEW to RENEW if Request type does not pre-populate.

6 CHANGE OF E-MAIL

- A. In the event that you have an e-mail change, contact the NSLC Help Desk by phone or email to have them update your e-mail address on your account.

- B. If you have had an e-mail change since you have had an active PDREP account, contact the NSLC Help Desk by phone or email to have them update your e-mail address on your deactivated account before you submit a RENEW SAAR-P or you will receive a NEW USER ID and may not have access to your previously stored AdHocs, your previous worklists or access to previously worked records as access is typically tied to your USER ID.

7 SUMMARY

This concludes the instructions for US Government and US Government support contractor access to the PDREP-AIS. For instructions on other PDPREP applications, please consult the user guides provided for those applications. The PDREP Customer Support Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

E-Mail: webptsmh@navy.mil

Commercial: (207) 438-1690

DSN: 684-1690

Fax: (207) 438-6535

APPENDIX 1 – NOTIFICATIONS

- 1 – DO NOT REPLY - PDREP Account Expiration (Deactivation Warning - 30 days)
- 2 – DO NOT REPLY - PDREP Account Expiration (Deactivated - 30 days)
- 3 – DO NOT REPLY - PDREP Account Expiration (Deactivated - Contract Expiration)
- 4 – DO NOT REPLY - PDREP Account Expiration (Deactivation Warning - Contract Expiration)
- 5 – DO NOT REPLY - PDREP Account Request: Approval (PDREP ADMIN - NEW/RENEW)
- 6 – DO NOT REPLY - PDREP Account Request: Approval (PDREP ADMIN - UPDATE)
- 7 – DO NOT REPLY - PDREP Account Request: Disapproval (PDREP ADMIN – NEW/RENEW/UPDATE)
- 8A – DO NOT REPLY - PDREP Account Request: Sponsor Notification (INITIAL)
- 8B – DO NOT REPLY - PDREP Account Request: Sponsor Notification (FOLLOW UP)
- 9A – DO NOT REPLY - PDREP Account Request: Sponsor Approval
- 9B – DO NOT REPLY - PDREP Account Request: Sponsor Approval (WITH SECONDARY APPROVALS)
- 10 – DO NOT REPLY - PDREP Account Request: Sponsor Disapproval
- 11A – DO NOT REPLY - PDREP Account Request: Supervisor Notification
- 11B – DO NOT REPLY - PDREP Account Request: Supervisor Notification
- 12A – DO NOT REPLY - PDREP Account Request: Supervisor Approval
- 12B – DO NOT REPLY - PDREP Account Request: Supervisor Approval (WITH SECONDARY APPROVALS)
- 13 – DO NOT REPLY - PDREP Account Request: Supervisor Disapproval
- 14A – DO NOT REPLY - PDREP Account Request: User Notification (USG)
- 14B – DO NOT REPLY - PDREP Account Request: User Notification (CTR)
- 15 – PDREP Account Request: POC Approver Notification

1 – DO NOT REPLY - PDREP Account Expiration (Deactivation Warning - 30 days)

Dear PDREP User,

To comply with DoD Policy, all PDREP accounts must be used every 30 days to remain active. Accounts will be disabled after 30 days of inactivity. The date of your last access was **DD-*MMM*-YY**. Your account is scheduled to be disabled in 7 day(s). To maintain an active PDREP account, please visit the site below to login (you may have to remove the character string 'https://no-click.mil/?' from the URL):

<https://pdrep.csd.disa.mil/pdrep/pdrephome.action>

If your account becomes disabled and you need it reactivated, please go to the User Access Request link on the PDREP webpage. The User Access Request link can be viewed here (you may have to remove the character string 'https://no-click.mil/?' from the URL):

<https://www.pdrep.csd.disa.mil/useraccess.htm>

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,
NSLC Portsmouth

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2 – DO NOT REPLY - PDREP Account Expiration (Deactivated - 30 days)

Dear PDREP User,

To comply with DoD Policy, all PDREP accounts must be used every 30 days to remain active. Accounts will be disabled after 30 days of inactivity. The date of your last access was **DD-MMM-YY**. Your account has been disabled. If you need it reactivated, please go to the User Access Request link on the PDREP webpage. The User Access Request link can be viewed here (you may have to remove the character string 'https://no-click.mil/?' from the URL):

<https://www.pdrep.csd.disa.mil/useraccess.htm>

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,
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3 – DO NOT REPLY - PDREP Account Expiration (Deactivated - Contract Expiration)

Dear PDREP User,

To comply with DoD Policy, all PDREP contractor accounts must be associated with an active government contract number. Accounts will be disabled when the contract has expired. The date of your contract expiration is **DD-MMM-YY**. Your account has been disabled. If you need it reactivated, please go to the User Access Request link on the PDREP webpage. The User Access Request link can be viewed here (you may have to remove the character string 'https://no-click.mil/?' from the URL):

<https://www.pdrep.csd.disa.mil/useraccess.htm>

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

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4 – DO NOT REPLY - PDREP Account Expiration (Deactivation Warning - Contract Expiration)

Dear PDREP User,

To comply with DoD Policy, all PDREP contractor accounts must be associated with an active government contract number. Accounts will be disabled when the contract has expired. The date of your contract expiration is **DD-MMM-YY**. Your account is scheduled to be disabled in 7 day(s). To maintain an active PDREP account, please login to your account and click on your name in the upper right hand corner right after 'User Profile:'. Select 'To update information' and then 'Access Change Request'. You will need to enter your new Contract Number and Contract End Date as well as any other information that has changed. An email will then automatically be sent to your sponsor and we will be able to grant access as soon as we receive approval.

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,
NSLC Portsmouth

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5 – DO NOT REPLY - PDREP Account Request: Approval (PDREP ADMIN - NEW/RENEW)

Your request for access to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been received and processed by this office.

Access to the system requires a browser that supports 128-bit encryption (sometimes referred to as strong or U.S. only encryption) with the Secure Sockets Layer (SSL) security protocol so that all account information and data will be encrypted when transmitted over the Internet. You must have PKI certification before you can access the PDREP application. Information on PKI can be found at https://www.alpha.pdrep.csd.disa.mil/pki_info.htm (you may have to remove the character string 'https://no-click.mil/?' from the URL)

Your user id is:

PUSER

To obtain your initial password:

Go to <https://pdrep.csd.disa.mil/pdrep/pdrephome.action> (you may have to remove the character string 'https://no-click.mil/?' from the URL)

Click on the 'PDREP Logon' link

Select your Certificate, click OK

Enter your Certificate Password, if prompted for it

Select 'Accept' on the DoD Warning and Consent Banner page

Click the 'Forgot Password' button

Enter your User Id

Enter your Email Address

Click on 'Verify'

A temporary password will be emailed to you. When you go to sign back in to PDREP, you will be prompted to change your password.

PLEASE NOTE: ADDITIONAL CORRESPONDENCE FROM PDREP ADMIN (IF ANY)

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,
NSLC Portsmouth

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6 – DO NOT REPLY - PDREP Account Request: Approval (PDREP ADMIN - UPDATE)

Your request for an access change to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been received and processed by this office.

PLEASE NOTE: ***ADDITIONAL CORRESPONDENCE FROM PDREP ADMIN (IF ANY)***

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,
NSLC Portsmouth

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7 – DO NOT REPLY - PDREP Account Request: Disapproval (PDREP ADMIN – NEW/RENEW/UPDATE)

Your request for access to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been denied.

PLEASE NOTE: ***ADDITIONAL CORRESPONDENCE FROM PDREP ADMIN (IF ANY)***

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,
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8A – DO NOT REPLY - PDREP Account Request: Sponsor Notification (INITIAL)

1. A system authorization access request was made to access the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System (AIS) by:

Name: **PDREP USER**

Organization: **DoDAAC – ACTIVITY NAME**

Office Symbol/Department:

Phone: **000-555-1212**

Contractor Company Name: **COMPANY NAME**

Contract Number: **DoDAACYRASER#**

Contract Expiration: **DD-MMM-YY**

Official Email Address: **pdrep.user@company.com**

Type of Access: Authorized - Individual with normal access

User Requires Access to: Unclassified

Justification for Access (provided by requestor): **JUSTIFICATION FOR ACCESS FROM SAAR-P**

2. To certify the user requires access to the PDREP-AIS, as requested, please approve or disapprove the System Authorization Access Request using the link provided below (you may have to remove the character string 'https://no-click.mil/?' from the URL):

<[https://centralpki.csd.disa.mil/pki/checkcert?appname=pdrepgovt&loginredirect=requestaccountsponsor&requestaccountseq=**SEQUENCE_NUMBER_REMOVED**](https://centralpki.csd.disa.mil/pki/checkcert?appname=pdrepgovt&loginredirect=requestaccountsponsor&requestaccountseq=SEQUENCE_NUMBER_REMOVED)>

3. If you take no action the persons request will be denied in 30 days.

4. If you have any questions or require technical assistance, please call the PDREP-AIS, Help Desk, at DSN 684-1690, Commercial (207) 438-1690, or email us at webptsmh@navy.mil.

Thank you,
The Staff at PDREP-AIS

WARNING: This is an official Department of Defense communication. Some emails may be encrypted and require CAC certification to view. Emails, or their attachments, containing personally identifiable information are 'For Official Use Only' (FOUO) - Privacy Sensitive - Any misuse or unauthorized disclosure can result in both civil and criminal penalties.

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8B – DO NOT REPLY - PDREP Account Request: Sponsor Notification (FOLLOW UP)

A request for access to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been submitted by:

PDREP USER (pdrep.user@mail.mil)

PLEASE NOTE: ***JUSTIFICATION FOR ACCESS FROM SAAR-P***

Please copy and paste the following link to access this request and approve/disapprove (you may have to remove the character string 'https://no-click.mil/?' from the URL):

<[https://centralpki.csd.disa.mil/pki/checkcert?appname=pdrepgovt&loginredirect=requestacountsponsor&reqrestaccountseq=**SEQUENCE_NUMBER_REMOVED**](https://centralpki.csd.disa.mil/pki/checkcert?appname=pdrepgovt&loginredirect=requestacountsponsor&reqrestaccountseq=SEQUENCE_NUMBER_REMOVED)>

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,
NSLC Portsmouth

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9A – DO NOT REPLY - PDREP Account Request: Sponsor Approval

Your request for access to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been approved by your sponsor.

You will receive email notification when approved/disapproved.

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,
NSLC Portsmouth

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9B – DO NOT REPLY - PDREP Account Request: Sponsor Approval (WITH SECONDARY APPROVALS)

Your request for access to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been approved by your sponsor and has been submitted to the following POC(s) for approval:

DoDAAC-ACTIVITYNAME (secondary.approver.email@mail.mil)

You will receive email notification when approved/disapproved.

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,
NSLC Portsmouth

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10 – DO NOT REPLY - PDREP Account Request: Sponsor Disapproval

Your request for access to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been disapproved by your sponsor.

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

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11A – DO NOT REPLY - PDREP Account Request: Supervisor Notification

A System Authorization Access Request (SAAR) for access to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been submitted by:
PDREP USER (pdrep.user@mail.mil)

PLEASE NOTE: ***JUSTIFICATION FOR ACCESS FROM SAAR-P***

To process the SAAR, please copy and paste the following link to access this request and approve/disapprove (you may have to remove the character string 'https://no-click.mil/?' from the URL):

<[https://centralpki.csd.disa.mil/pki/checkcert?appname=pdrepgovt&loginredirect=requestaccountsupervisor&requestaccountseq=***SEQUENCE_NUMBER_REMOVED***](https://centralpki.csd.disa.mil/pki/checkcert?appname=pdrepgovt&loginredirect=requestaccountsupervisor&requestaccountseq=<i>SEQUENCE_NUMBER_REMOVED</i>)>

If you have any questions or require technical assistance, please call the NSLC Portsmouth Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,
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11B – DO NOT REPLY - PDREP Account Request: Supervisor Notification

A request for access to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been submitted by:

PDREP USER (pdrep.user@mail.mil)

PLEASE NOTE: ***JUSTIFICATION FOR ACCESS FROM SAAR-P***

Please copy and paste the following link to access this request and approve/disapprove (you may have to remove the character string 'https://no-click.mil/?' from the URL):

<[https://centralpki.csd.disa.mil/pki/checkcert?appname=pdregovt&loginredirect=requestaccountsupervisor&requestaccountseq=**SEQUENCE_NUMBER_REMOVED**](https://centralpki.csd.disa.mil/pki/checkcert?appname=pdregovt&loginredirect=requestaccountsupervisor&requestaccountseq=SEQUENCE_NUMBER_REMOVED)>

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

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12A – DO NOT REPLY - PDREP Account Request: Supervisor Approval

Your request for access to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been approved by your supervisor.

You will receive email notification when approved/disapproved.

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,

NSLC Portsmouth

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**12B – DO NOT REPLY - PDREP Account Request: Supervisor Approval
(WITH SECONDARY APPROVALS)**

Your request for access to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been approved by your supervisor and has been submitted to the following POC(s) for approval:

DoDAAC-ACTIVITYNAME (secondary.approver.email@mail.mil)

You will receive email notification when approved/disapproved.

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,

NSLC Portsmouth

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13 – DO NOT REPLY - PDREP Account Request: Supervisor Disapproval

Your request for access to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been disapproved by your supervisor.

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,

NSLC Portsmouth

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* For assistance, please contact the Help Desk by e-mail at webptsmh@navy.mil or by phone at 207-438-1690 (DSN 684-1690) *

14A – DO NOT REPLY - PDREP Account Request: User Notification (USG)

Your request for access to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been submitted to the following supervisor for approval:

DoDAAC-ACTIVITYNAME (approver.supervisor.email@mail.mil)

You will receive email notification when approved/disapproved.

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,

NSLC Portsmouth

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**14B – DO NOT REPLY - PDREP Account Request: User Notification
(CTR)**

Your request for access to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been submitted to the following sponsor for approval:

DoDAAC-ACTIVITYNAME (approver.sponsor.email@mail.mil)

You will receive email notification when approved/disapproved.

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,

NSLC Portsmouth

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15 – PDREP Account Request: POC Approver Notification

A request for access to the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System has been submitted by:

PDREP USER (pdrep.user@mail.mil)
000-555-1212 (DSN If entered on SAAR-P)

Who works for:

DoDAAC-ACTIVITYNAME (approver.sponsor.email@mail.mil)

For the following access level(s):

PDREP_MODULE (ACCESS LEVEL REQUESTED)

Please reply to this email to approve/disapprove this request.

PLEASE NOTE: ***JUSTIFICATION FOR ACCESS FROM SAAR-P***

If you have any questions or require technical assistance, please call our Help Desk at DSN 684-1690 or Commercial (207) 438-1690.

Thank you,
NSLC Portsmouth